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National Aeronautics and Space Administration

Equipment Management

User's Handbook

For Property Custodians

(NHB-4200.2A) EQUIPMENT MANAGEMENT USER'S HANDBOOK FOR PROPERTY CUSTODIANS (NASA) 86 P N94-15957

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Washington, DC 20546

NASA EQUIPMENT MANAGEMENT USER'S HANDBOOK FOR PROPERTY CUSTODIANS NHB 4200.2A

1. This revision reflects the following:

PAGE	CHANGE
1-1	Removed all illustrations of sample NASA Form 1602 for processing each equipment transaction in Part VI, Procedures For Equipment Transactions. A reduced sample Form 1602 is referenced in paragraph 4-101, along with a full-size sample in Appendix N.
2-1	Cited appropriate NASA Management Instruction to establish policy for an Agencywide equipment management program.
3-1	Added new paragraph 3-101b, referencing full-time property custodians.
3-1	Revised wording of Supply and Equipment Officer's responsibilities in paragraphs 3-102a(1) - (5), in accordance with 4200.1D, NASA Equipment Management Manual.
3-2	Revised wording of property custodians' responsibilities in paragraphs 3-103a, c, d, and g, in accordance with 4200.1D.
3-3	Inserted new paragraph 3-104 on responsibilities of full-time property custodians.
3-4	Changed "Equipment Users" to "Responsibilities of the Individual", and restructured paragraph 3-105, in accordance with 4200.1D and regulations issued by the U.S. Office of Government Ethics.
3-4	Added NASA Contractors' and Contracting Officers' responsibilities to paragraph 3-106, in accordance with 4200.1D.
3-5	Revised/added paragraphs 3-107a, b, c, and f - 1, detailing functions of NEMS Equipment Manager, in accordance with 4200.1D. Added note to paragraph 3-107a, referencing full-time property custodians.
4-2	Inserted revised NASA Form 1602 (Mar 89) for sample in Figure 1.

PAGE	CHANGE
4-3	Revised wording in paragraphs 4-102d, e, and f to show appropriate blocks on revised Form 1602 for corresponding data elements.
5-1	Replaced "the Equipment Manager tags the equipment" with " it (item) is tagged", and added manufacturer code and model number to data being standardized in paragraph 5-100a.
5-1	Added note to paragraph 5-100 addressing receipt of untagged equipment by the property custodian.
5-2	Moved loan/lease tag sample and description to paragraph 5-101a(3), classifying it as controlled equipment.
5-2	Redefined controlled equipment in paragraph 5-101b, including raising minimum cost level from \$500 to \$1,000, in accordance with 4200.1D.
5-3	Added note to paragraph 5-101b(1), referencing full-time property custodian program.
5-3	Inserted paragraph 5-101c concerning Found on Station Equipment Investigation.
5-4	Raised \$500 to \$1,000 and included NASA Form 1517A in paragraph 5-101d.
5-4	Removed calibration tag sample and description in paragraph 5-101d.
5-5	Removed "Semiannual" in paragraph 5-102b.
5-5	Removed Calibration Date Due Tickler Report and description from paragraph 5-102.
5-5	Added paragraph 5-102e referencing additional NEMS reports available to property custodians.
5-6	Changed "Triennial" to "Cyclic" in paragraph 5-103a.
5-6	Changed description of transmittal process of inventory data in paragraph 5-103a(2).
5-6	Added the word "Cyclic" to paragraph 5-103b and moved paragraph to follow 5-103a, 'Cyclic Inventory'.

PAGE	CHANGE
5-6	Included reference to applicable NEMS inventory reports in paragraph 5-103b(1).
5-7	Added the word "approximate" to paragraph 5-103b(1)(e).
5-7	Added last sentence to paragraph 5-103c regarding waiver of 20% sensitive inventory when annual inventory is conducted.
5-8	Added first sentence to paragraph 5-103d(1) regarding new property custodian inventory requirement. Added paragraph 5-103d(2).
6-1	Added to note in paragraph 6-100, eliminating required approvals on NASA Form 1602 if included on supporting documents.
6-2	Added note to paragraph 6-101b(1), referencing full-time property custodian program.
6-3	Changed "Block 25" to "Block 4" and added note regarding definition of capital/sensitive codes in paragraph 6-101b(3).
6-3	Changed subparagraph references in paragraph 6-101b(5).
6-4	Added last sentence to paragraph 6-101c(1) concerning current status code found on NASA Form 1602.
6-4	Combined subparagraphs pertaining to condition codes, and added last sentence to paragraph 6-101c(2) concerning current condition code found on Form 1602.
6-5	Inserted paragraph 6-101d(3) regarding full-time property custodian program.
6-8	Changed paragraph 6-101f(3) to designate correct block numbers corresponding to appropriate data elements on revised Form 1602.
6-9	Revised paragraph 6-101g(1) to make distinction between direct deliveries and equipment returned to an Installation's central receiving facility.

PAGE	CHANGE
6-11	Changed paragraph 6-101h(5) to designate correct block numbers corresponding to appropriate data elements on revised Form 1602.
6-14	Added paragraph 6-101j(2) referencing loans to employees for off-site use in excess of 6 months, in accordance with NHB 4200.1D.
6-14	Combined subparagraphs pertaining to Transaction 42, Loan Pool Out.
6-23	Changed note in subparagraph 6-102a(3)(g) concerning tracking of government furnished equipment to grantees in NEMS.
6-26	Added new paragraph 6-102c(5) referencing safety publications which the property custodian must refer to in order to take all adequate steps in cases of damaged or destroyed equipment.
6-27	Revised paragraph 6-102d(1) to include completion of NASA Form 1617, 'Cannibalization/Modification of Controlled Equipment', in order to accomplish modify/cannibalized transaction.

The following Appendices have been revised/added:

New or revised definitions appear in Appendix A on pages A-1 - A-5.

The Calibration Due Date Tickler Report has been removed.

Added Appendix E, Found on Station Equipment Investigation (NASA Form 1618).

An updated Survey Report (NASA Form 598) has replaced the previous version in Appendix F.

An updated Property Pass Request and Removal Permit (NASA Form 892) has replaced the previous version in Appendix G.

Appendix H, Installation Identification Codes, has been updated to accurately reflect respective Installation names and numbers.

Changed definition of availability Status Code C in Appendix I.

Added Appendix L, Agency Minimum Standard Sensitive Items List.

Added Appendix M, Request for Cannibalization/ Modification of Controlled Equipment (NASA Form 1617).

Added Appendix N, NASA Equipment Management System (NEMS) Transaction Document (NASA Form 1602).

EFFECTIVE DATE: March 1993

PREFACE

The NASA Equipment Management User's Handbook for Property Custodians is issued as an instructional guide for personnel designated as property custodians and technical personnel involved in the acquisition, management, and use of NASA-owned equipment.

This Handbook provides general information and basic operational procedures for processing equipment transactions through the Agencywide NASA Equipment Management System (NEMS). Each NASA Installation must prepare supplementary instructions for local requirements beyond the scope of NASA-wide policies and procedures contained herein, or as specified for local implementation in NHB 4200.1, "NASA Equipment Management Manual." NHB 4200.1 sets forth policy, uniform performance standards, and procedural guidance to NASA personnel for the acquisition, management, and use of NASA-owned equipment.

This Handbook is a controlled document, issued in loose-leaf form and revised by page changes. Additional copies for internal use may be obtained through normal distribution.

Comments or suggestions concerning this Handbook should be addressed to the Chief, Supply and Equipment Management Office, Code JIE, NASA Headquarters, Washington, DC 20546.

NHB 4200.2 dated July 1984 is cancelled.

Jeffrey E. Sutton Director, Logistics and Security Division

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Suggestions for Improvements

This Handbook is designed as a quick and ready reference for how NASA's property custodians process equipment transactions through NEMS. Please indicate any suggestions for additions or clarifications below:			

Submit suggestions to your NEMS Equipment Manager. Suggestions appropriate for NASA-wide consideration will be forwarded to the Chief, Supply and Equipment Management Office, Code JIE, NASA Headquarters. Suggestions adopted will appear in subsequent revisions of the Handbook.

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SUMMARY OF TRANSACTIONS REQUIRING DOCUMENTS IN ADDITION TO THE NASA FORM 1602, NEMS TRANSACTION DOCUMENT

Transaction No. and Name	Additional Document(s)
38/Borrow by Another NASA Installation	Shipping Request
40/Loan or Lease Outside NASA	Loan Agreement Shipping Request
44/Storage In	Storage Request, only if local instructions require
65/Transfer to Another NASA Installation	Shipping Request
66/Transfer to Another Government Agency	Shipping Request
67/Transfer of Government Furnished Equipment to a NASA Contractor	Shipping Request
69/Lease-In Returned	Shipping Request Lease Agreement (if available)
70/Loan-In Returned	Shipping Request Loan Agreement (if available)
71/Survey	Survey Report
73/Modify/Cannibalize	Modification- Cannibalization Form

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PART I - INTRODUCTION

1-100 <u>Introduction</u>

- a. The NASA Equipment Management System (NEMS) is an Agencywide automated system designed to simplify, standardize, and reduce the cost of managing and controlling NASA's equipment. Each NASA Installation's NEMS system is comprised of a computer data base with on-line terminals, small portable computers with bar code scanners for inventory, printers, and microfilming equipment.
- b. NEMS provides all NASA organizations with the elements of information needed for an integrated system to identify, account for, and control NASA equipment. The system emphasizes accurate and complete item identification, location, condition, and availability information in order to permit cost effective and programmatic NASA-wide control, accountability, equipment screening, and reuse consideration wherever located.
- c. This Handbook describes the responsibilities of and applicable procedures for the property custodian and technical personnel who use NEMS in order for them to understand and effectively use the system to rapidly accomplish equipment transactions.
- *d. Part VI describes user procedures in detail, including step-by-step instructions for using NASA Form 1602 (NF 1602), NEMS Transaction Document, which is the system's standard form for processing equipment transactions. (See paragraph 4-101 for sample NF 1602.)

PART II - AUTHORITY AND GENERAL POLICY

*2-100 Authority

NASA Management Instruction 4000.3, "Supply and Equipment Management," establishes policy to implement and maintain an effective and efficient equipment management program throughout NASA which is consistent with the NASA mission and Federal laws and regulations. NASA Handbook 4200.1, "NASA Equipment Management Manual," sets forth the NASA-wide policies and procedures for equipment management.

2-101 <u>General Policy</u>

- a. Government equipment is not owned by the holder, and when it makes economic and program sense, reusable items must move from one use and user to another, including movement between and among offices, functions, programs, contractors, and Installations. Positive action by Installation management to identify equipment which is available for reuse must be continued and emphasized.
- b. NASA-wide accountability and visibility over reusable equipment assets will be continuously improved and extended to all NASA elements in a uniform system of identification and communication.
- c. New equipment will not be designed, developed, or procured unless it is determined that the requirement cannot be satisfied with items already available.

PART III - RESPONSIBILITIES

3-100 NEMS Configuration Control Board (CCB)

The Board is a permanent technical control group responsible for maintaining configuration control for the system. Members come from each Field Installation and NASA Headquarters. The CCB convenes as necessary.

3-101 <u>Division Directors/Chiefs</u>

- a. The division director, chief, or other head of an Installation's secondary organizational element (i.e., the element one level below the level of the basic organizational element) is the principal equipment using official in the NASA equipment management program responsible for the equipment assigned to the organization, including all aspects of its use and condition, and the accomplishment of annual walk-through inspections.
- *b. At Installations with full-time property custodians, civil service or contractor, division directors/ chiefs retain responsibility for conducting annual walk-through inspections and utilization reviews.

3-102 Supply and Equipment Management Officer

- *a. The Supply and Equipment Management Officer is the principal official appointed by the Installation Director for functional administration of supply and equipment management at the Installation. In the area of equipment management, the Supply and Equipment Management Officer is primarily responsible for:
 - (1) Appointing a NEMS Equipment Manager and approving and periodically evaluating the NEMS Equipment Manager's implementation of policies and procedures;
 - (2) Reviewing appropriate controls and record maintenance established for NEMS at the Installation;
 - (3) Reviewing items designated for control as sensitive equipment;

- (4) Reviewing the designation of property management areas, property custodian assignments, and custodian training;
- (5) Ensuring that property custodians are provided with a Custodian Monthly Transaction Report (NEMS Report 020), an NF 1602 for each controlled equipment item in their charge, a report of physical inventory results, a Custodian Account Property Report (NEMS Report 141), and other equipment reports as required;
- (6) Ensuring that prescribed physical inventories of controlled equipment are taken and coordinated, including the physical inventory of the property management area when a new property custodian is assigned.

3-103 Property Custodians

(Note: Some Installations use a different title for this individual, i.e., property administrator, equipment specialist; see local procedures, as appropriate.)

Property custodians are designated for each property management area by the head of the organization concerned, usually the division director/chief, with the concurrence of the Supply and Equipment Management Officer or designee, and they are responsible for:

- *a. Maintaining records (including NF 1602) for all controlled equipment in their assigned property management area(s) in accordance with NEMS procedures;
- Continuing surveillance to ensure that equipment is used for official purposes only;
- *c. Reporting untagged controlled equipment (including fabricated equipment) found in their assigned property management area to the Supply and Equipment Management Officer, and assisting in the research to identify the circumstances relating to untagged items found on station;
- *d. Cooperating in automated physical inventories of controlled equipment and assisting in any followup actions.
 - e. Identifying and reporting any controlled equipment no longer needed in their property management area.

- f. Accompanying division director/chief during annual walk-through inspections;
- *g. Assigning sensitive items to primary users.

*3-104 Full-time Property Custodians

Full-time property custodians may be appointed by the Supply and Equipment Management Officer to be responsible for the management of property (generally 3,000-6,000 equipment items) by geographic location, rather than appointed by division directors/chiefs for their cognizant property management areas. They have the same responsibilities as noted above and may, also, include:

- Assisting the NEMS Equipment Manager in identifying, categorizing, classifying, and coding all existing and newly acquired equipment. After it has been determined that an item of equipment will be controlled and is tagged with a bar-coded equipment control number (ECN) tag, the property custodian verifies all information on the receiving report, annotates the additional information needed for entry into NEMS (all mandatory fields), and submits the document to NEMS Control for entry into the system. In cases where a piece of equipment was directly delivered to a property management area, the property custodian determines whether an item meets control criteria and tags the item with an equipment control number tag. (Note: Prior to NEMS Control entering the information into NEMS, the NEMS Equipment Manager reviews the document then forwards it on to the NEMS cataloger to review and standardize, if necessary, the item name of the equipment.
- b. Assisting equipment users in the proper procedures and documentation of the following equipment actions: loans, transfers, property passes, turn-ins, repairs, storage, calibration, replacement, modification-cannibalization, fabrication, found on station, and survey reports for lost, damaged, or destroyed equipment. (Note: This is an area of responsibility for the NEMS Equipment Manager. However, since the full-time property custodian program is under the cognizance of the equipment organization, the property custodian becomes a key interface between the equipment organization and the equipment user, and, therefore, can fulfill this area of responsibility. This interface is vital to the full-time property custodian program.)

*3-105 Responsibility of the Individual

- a. Each employee is responsible for Government property as set forth in the Standards of Ethical Conduct for Employees of the Executive Branch, issued by the U.S. Office of Government Ethics, 57 Federal Register 35006-35067, as follows: "An employee has a duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes." Also see NHB 4200.1, paragraph 3.304, concerning Government employee disciplinary action.
- b. Additional responsibilities of the individual include:
 - (1) Reporting any missing or untagged (meeting the criteria for control) equipment, transfer, location change, or user change of equipment to the cognizant property custodian.
 - (2) Notifying the cognizant property custodian, supervisor, and the Installation Security Officer immediately if theft of Government property is suspected.
 - (3) Ensuring that such equipment is used only in pursuit of approved NASA programs and projects.
 - (4) Identifying equipment not being actively used in pursuit of approved NASA programs and projects.
 - (5) Ensuring that equipment is turned in to the Property Disposal Officer through the cognizant property custodian when no longer needed. Under no circumstances will an employee throw away Government equipment.
 - (6) At Installations with full-time property custodians, assigned users retain all responsibilities including notifying cognizant property custodians of all activity associated with the user's assigned equipment.

*3-106 NASA Contractors and Contracting Officers

a. NASA contractors are responsible for equipment and other property as set forth in the Federal Acquisition Regulation (FAR), the NASA/FAR Supplement, and the applicable contract.

- b. NASA on-site support contractors operating under NASA/FAR Supplement 18-52.245-71, "Installation Provided Government Property", have the same responsibilities as the Installation equipment users in paragraph 3-105 of this Part.
- c. Contracting officers are responsible for ensuring that Government-owned equipment furnished to contractors or acquired by contractors to the Government's account is managed pursuant to the provisions of the contract. In authorizing the providing of equipment, contracting officers will ensure that:
 - (1) Requirements are verified by the appropriate project office;
 - (2) Written determinations are executed by the appropriate Installation official pursuant to FAR 45.302-1(a)(4) and NASA/FAR Supplement 18-45.302-1;
 - (3) Existing Government assets are screened pursuant to NASA/FAR Supplement 18-45.502-71, and 18-52.245-70.
 - (4) NEMS reportable data required from contractors are received in acceptable form and within the time period specified in NASA/FAR Supplement 18-45.505-670; and
 - (5) NASA requirements for property management by contractors are made known to other agencies to which property administration has been delegated.

3-107 <u>NEMS Equipment Manager</u>

The NEMS Equipment Manager, appointed by the Supply and Equipment Management Officer, is the key interface between the equipment organization and the property custodians and equipment users. A NEMS Equipment Manager is primarily responsible for:

- *a. Designating NEMS Equipment Management personnel, as approved by the Supply and Equipment Management Officer (see NHB 4200.1, paragraph 1.311q), who are responsible for:
 - (1) Identifying, categorizing, classifying, and coding all existing and newly acquired

Installation equipment and contractor-held equipment.

- (2) Reviewing NF 1602's submitted by property custodians.
- (3) Assisting property custodians and equipment users.

Note: If under the full-time property custodian program and at the discretion of the NEMS Equipment Manager, part of the above responsibilities may be delegated to the property custodian. See paragraphs 3-104a & b.

- *b. Establishing appropriate controls and maintaining adequate records for all equipment at the Installation.
- *c. Ensuring NEMS regularly scheduled and on request reports are periodically reviewed, revised as needed, and produced as scheduled.
 - d. Controlling global changes to the NEMS data base. A global change will change all records for the specific data element selected. It is restricted to the NEMS Equipment Manager's use and must be approved by the Supply and Equipment Management Officer, or designee.
 - e. Controlling record data changes. A record data change will change one or more data elements in a single record. It is restricted to the NEMS Equipment Manager's use.
- *f. Ensuring the designation of property management areas and that property custodians are appointed and trained for each property management area.
- *g. Providing property custodians with individual transaction documents for each item of controlled equipment and a summary report of all controlled equipment items for which they have been charged.
- *h. Reviewing the records and performance of property custodians.
- *i. Developing the cyclic and sensitive item inventory schedules.

- *j. Reconciling and adjusting equipment records as a result of inventory actions.
- *k. Ensuring the Supply and Equipment Management
 Officer's review of equipment record adjustments
 resulting from inventory to determine any actions
 needed to reduce the necessity for future
 adjustments, including the need for greater attention
 to prescribed controls or better procedural guidance.
- *1. Documenting inventory results for submittal by the Supply and Equipment Management Officer to division directors/chiefs and property custodians.

3-108 <u>NEMS Control</u>

After the NEMS Equipment Manager and the NEMS Cataloger have reviewed a NEMS add transaction, NEMS Control (located within the Installation's equipment management organization) is responsible for entering the final transaction data on the receiving report and proofing the document for completeness. This final transaction information is then keyed into the data base via a remote terminal and the receiving report is microfilmed. All necessary data has been recorded at this point and an NF 1602 is generated and forwarded to the accountable property custodian.

PART IV NASA FORM 1602, NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS) TRANSACTION DOCUMENT (THE PROPERTY CUSTODIAN'S SYSTEM CONTROL DOCUMENT)

4-100 Purpose and Use

- a. The NF 1602 is the standard NASA form that reflects equipment information contained in the NEMS data base, that controls all equipment transactions after initial entry into the NEMS data base, and that serves as the property custodian's detailed record for each assigned equipment item.
- b. The property custodian maintains the complete 4-part set of the form until a new transaction is initiated. When a custodian initiates a new transaction, the custodian holds the Suspense Copy (Copy 4) and forwards the rest of the form to the NEMS Equipment Manager for processing. Copy 2 is given to Transportation when the transaction involves movement of the equipment item. Copy 3 is held by a gaining Property Custodian when accountability is transferring from one custodian to another. Copy 1, the original, is used by NEMS Control to update the transaction data within NEMS and is forwarded to Financial Management, if required, for update of the accountable records.
- c. If an NF 1602 is accidentally lost, damaged, or destroyed at the time an accountable property custodian needs to submit a new transaction, the custodian may request the NEMS Equipment Manager to generate another copy of the form.

*4-101 <u>Sample Form</u>

The NF 1602 is a multi-part form 5 1/2" X 8 1/2" in size (see reduced sample in Figure 1 or full-size sample in Appendix N). It is a computer generated form containing integral data elements extracted from the NEMS data base, and transaction, approval and signature blocks (see paragraph 4-102).

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NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS) TRANSACTION DOCUMENT TRANSACTIONS CAP S.C. EQUIPMENT CONTROL NO CHANGE □ (24) CUSTODIAN ACCOUNT CUSTODIAN ACCT. NO EQUIPMENT LOCATION (20) **—** 000 STATUS/CONDITION CODE YR MANUE DATE LOANED! DATE LOAN/LEASE DATE NASA URFR NUMBER □ (31) SORROWED OUT (M) BUILDING MAR STOP (30) SORROWED DUT, RETURNED LOAN/LEASE OUT □ (40) RESERVED FOR LOCAL DATA LOANA BASE OUT RETURNED □ (**) LOAN POOL OUT (42) PRECIOUS DATE CALIBRATION DUE 29 WEIGHT M CUBIC FEET LOAN POOL OUT-RETURNED (43) (44) STORAGE IN 31 AUTHORIZED BY PROPERTY CUSTODIAN (typed or printed name and signature) STORAGE RETURNED (45) (52) EXCESS TURNIN BLDG (54) REPAIR 32 ACCEPTED BY (typed or printed name and signature VOICEUUNY NY (400) RECORD CHANGE BLDG ROOM DELETE 33 REMARKS (as necessary) TRANSFER TO ANOTHER NASA INSTALLATION (65) 100 H TRANSFER TO OGA 34 APPROVAL (as required) Signature and Title TRANSFER GFE TO □ 167 APPROVAL (as required) Signature and Title Dete ____ ;ee LEASE-IN RETURNED □ 0m LOAN IN RETURNED RIJEVEY □ (73) MODIFY/CANNIBALIZE LOST TAG ENTRY REFERENCE NO. Note-Use typewriter or black ball-point pen.) **COPY 1-NEMS CONTROL** NASA FORM 1802 MAR 89 PREVIOUS EDITIONS ARE OBSOLETE

Figure 1

4-102 Characteristics of Form

The NF 1602 has the following characteristics of importance to the user of the form:

- a. Brief instructions for use are on the reverse side of the Suspense Copy (Copy 4) of the form.
- b. Transactions are initiated by checking the appropriate block(s) in the right-hand column and by following individual instructions for Blocks 31-34.
- c. Data in Blocks 1-28 and 36-38 are always computer-generated. Any changes submitted by a property custodian for Blocks 1-28 are always annotated in Block 33, Remarks. Blocks 36-38 show the control numbers assigned for the last transaction, the last transaction number, and the last transaction name for ready reference. Block 39 is annotated by hand in NEMS Control at the time a new transaction is being processed. Once a transaction has been completed, the new entry reference number that was noted in Block 39 of the

input transaction becomes the Block 36 entry reference number on the new NF 1602 that is generated for the accountable custodian's file.

Note: At times, NEMS Control may find it necessary to make a correction to an equipment record, which will generate a new NF 1602 for the accountable custodian. As a result, it is possible for the custodian to receive more than one NF 1602 at the same time. The custodian can identify the most current transaction, and therefore the most current form to be filed, by reviewing Block 36. Block 36 is 10 positions consisting of:

Positions 1-2 Installation number (see Appendix H for your Installation number)

Positions 3-6 Julian date (yddd)
Positions 7-10 Sequence number assigned each transaction during the day, starting each day with 0001.

Therefore, if a custodian has received two NF 1602's for the same item, one, for example, with an entry reference number of 0131960010, and the other with an entry reference number of 0131960015, the latter entry reference number is the most current.

- *d. Blocks 1, 8, 9, 10, 11, and 12 are outlined for easily identifying the equipment control number, accountable property custodian, organization mail stop, and location.
- *e. The equipment control number (1), cost (3), date NASA acquired (17), Federal supply class (7), manufacturer's name (13), model no. (14), and serial no. (15) are only changed by a property custodian if erroneous data is suspected in these fields. The property custodian should discuss possible errors with the NEMS Equipment Manager for verification prior to submittal of Transaction 60, Record Change.
- *f. Supporting documentation information may be recorded in Block 24, local data. NEMS Control will use this field to record data critical to the identification and tracking of an equipment item or to supplement information on a transaction. Property custodians may request, or provide information such as equipment characteristics, document and shipper numbers, etc., for input to the local data field.

g. The user's name will print out in Block 35 for those items with a user assigned.

PART V - OPERATIONAL PROCEDURES

5-100 Initial Acquisition of Equipment

- NEMS provides one basic process for adding each *a. equipment item record to its data base. The process can be seen, in part, through the responsibilities outlined in Part III. However, to provide the user with background information on how a NEMS equipment record is created for a new item, a brief overview of the process is described as follows: When an equipment item has been received at an Installation's receiving dock, receiving personnel execute the receiving document that authorized the purchase, transfer, loan, or lease acquisition. At that time, if the item meets controlled equipment criteria, it is tagged and the receiving document is forwarded to the Equipment Manager, who completes further data on the receiving document that is required to identify the equipment. The completed identification is then provided by the NEMS Cataloger, who ensures that a standard item name, manufacturer code, and model number is entered on the receiving document.
- b. The receiving document is then forwarded to NEMS Control where final data is added to create a complete record for the item of equipment. The receiving document is microfilmed and forwarded to financial management, while the data is keyed into the NEMS computer via a remote terminal. The final processing at NEMS Control updates the master file, generates an NF 1602, and produces a daily transaction listing for NEMS Control.
- c. Finally, the accountable property custodian receives the executed NF 1602 and, once a month, a listing of all transactions for the custodian's account. The monthly listing includes newly acquired items, the processing of which has been described in paragraph 5-100a, and all other equipment transactions, further described in Part VI of this Handbook.
 - *Note: If equipment is received untagged, the recipient or the property custodian must promptly inform the equipment organization in order to determine appropriate control. If operating under the full-time property custodian program, the property custodian can make the determination for control and tag appropriate items. See paragraph 5-101c for Found on Station reporting.

5-101 <u>Identification of Equipment</u>

- a. Under the description of an acquisition, as described in paragraph 5-100 of this Part, the NEMS process concerns controlled equipment. It is important for the users of equipment to understand the difference between controlled and noncontrolled equipment and how to recognize the difference by looking at the items of equipment found within a property custodian's account.
 - (1) Controlled equipment has a visible bar-coded tag on the equipment. Bar-coded tags are black on silver aluminum and are 5/8" X 1 13/16" (15.88 X 46.04mm) in size, as shown below:



(2) If a controlled equipment item is very small, a
"mini" tag is used. Mini-tags are black on
silver aluminum and are 1/4" X 1" (6.350 X
25.400mm) in size, as shown below:



*(3) Controlled equipment on loan or lease to NASA has a black-on-white, bar-coded paper tag 5/8" X 1 3/8" (15.88 X 34.925 mm) in size, as shown below:



*b. NASA's definition of controlled equipment is as follows: all equipment with an acquisition cost of \$1,000 or more, that has an estimated service life of 2 years or more, which will not be consumed or expended in an experiment; and selected items of equipment, with an acquisition cost of more than \$100, designated and identified as sensitive by the holding Installation. (Acquisition cost includes all 'add-ons' such as internal cards/modems for personal computers.) Sensitive equipment requires a stringent

degree of control due to the pilferable or hazardous nature of the item (See Appendix L, NASA Minimum Standard Sensitive Items List).

*(1) Property custodians are required to assign sensitive items to individual users, who will acknowledge receipt by signing the NF 1602, which is used as the custodian's control record. The property custodian can identify sensitive items by looking for an "N" (noncapital sensitive) or a "P" (capital sensitive) in the capital/sensitive code block of the NF 1602. Assignment of sensitive items to individual users is important since a property custodian must undergo a 100 percent inventory of sensitive items if the random sample items are not produced, or documented as being on loan, within 24 hours (See paragraph 5-103c).

Note: Under the full-time property custodian program, it is advised that all equipment be assigned to an individual user. This is important since a property custodian is responsible for a large amount of equipment.

- *c. Controllable equipment not tagged, or equipment with a NASA bar code tag that does not exist in NEMS, is reported on NASA Form 1618 "Found on Station Equipment Investigation." See Appendix E.
 - (1) The property custodian will complete the top of Form 1618, except for Federal Stock Number and Document Number. Equipment Control Number (ECN) must be noted if item has NASA bar code tag. The circumstances for allowing equipment to be brought on-site without NEMS control must be investigated by the custodian to clarify receipt of equipment. Documents supporting acquisition will be attached to the Found on Station form. An explanation of circumstances must be provided in Part I, Section 2.
 - (2) The user will assist the property custodian in completing the Found on Station form and provide/investigate circumstances explaining being on-site without control. The user will sign in designated block.
 - (3) The division director/chief will complete and sign Part II to indicate control procedures that will be used to prevent the recurrence of

uncontrolled equipment located in the property management area.

- (4) After investigation, research, and approvals are complete, NEMS Control will input equipment record as a Transaction 12 (Receipt from Found on Station). Equipment will be tagged if not already done so, and NEMS Control will annotate ECN on NF 1618 and process the transaction. The property custodian will then receive an NF 1602 for addition of item to the NEMS database.
- *d. Noncontrolled equipment, i.e., equipment items not designated as sensitive which have an acquisition cost of less than \$1,000, will be affixed with a "Property of U.S. Government" decal, NASA Form 1517 or 1517A, except when not physically or technologically feasible. The NASA Form 1517 is a 1-inch circular decal printed in blue on brushed aluminum material. NASA Form 1517A is a smaller version of the 1517, used on small items of noncontrolled equipment. Both decals are shown below:





Form 1517

Form 1517A

5-102 Standard NEMS Reports for Property Custodians

There are four standard reports that NEMS will produce for property custodian use on a scheduled basis:

a. <u>Custodian Monthly Transaction Report (NEMS Report 020)</u>. Property custodians will receive from NEMS Control a report of all transactions (add, changes, and deletes) accepted into the NEMS data base each month (see Appendix B). The report will be sequenced by custodian number and name and will provide, by transaction number sort, the equipment control number (ECN), entry reference number, data element description, and equipment description for each item. The report also provides the total number of transactions accepted. Property custodians should ensure that all transactions are accepted and processed through NEMS as submitted.

- *b. Custodian Account Property Report (NEMS Reports 140 and 141). Property custodians will receive from NEMS Control a complete report of all controlled equipment items assigned to their accounts on a semiannual or quarterly basis (see Appendix C). The property custodian should have an NF 1602 for each record listed and, if desired, can verify the accuracy of the report data through a comparison with the NF 1602's. This report can be generated on request if the up-to-date status of a complete account is needed.
 - Equipment Utilization Review Report (NEMS Report 720). Annually, the director of the using directorate or major organizational unit will ensure that equipment assigned to the organization is properly utilized and maintained, with inactive or underutilized equipment being turned in to the supply and equipment organization for reutilization screening. NEMS Control will annually produce a report of all equipment by division and property custodian number for division chiefs and property custodians in order to conduct the annual equipment utilization review (see Appendix D). This report provides space for annotation of current equipment status. The results of the review will be forwarded to the Supply and Equipment Management Officer for action.
 - d. Those reports generated for property custodians as a result of physical inventory are discussed in paragraph 5-103b.
- *e. Additional NEMS generated reports beneficial to property custodians for tracking status of assigned equipment are:
 - (1) Loaned in Equipment Expiration Report (NEMS Report 130)
 - (2) Loaned out Equipment Expiration Report (NEMS Report 131)
 - (3) Leased in Equipment Return Candidate List (NEMS Report 132)
 - (4) Leased out Equipment Return Candidate List (NEMS Report 133)
 - (5) Borrowed Equipment Return Candidate List (NEMS Report 134)
 - (6) Off-site for Repair Report (NEMS Report 137)
 (7) Idle Equipment Report (NEMS Reports 194 and 195)
 - (8) Repair Equipment Report (NEMS Reports 196 and 197)

5-103 <u>Inventory Procedures</u>

There are three types of inventories that affect property custodians and technical users of equipment: cyclic, sensitive, and new custodian.

*a. Cyclic Inventory

- (1) A complete physical inventory will be taken at each Installation at least once every 3 years. This requires a total "wall-to-wall, floor-to-ceiling" sighting and recording of all controlled equipment items, including those that meet control criteria but are unrecorded. The Supply and Equipment Management Officer will inform property custodians, in writing, of a planned inventory at least 30 calendar days in advance, including instructions as to prior actions to be taken to expedite the inventory. One such action will be ensuring the property custodian has a current record of all controlled equipment charged to the custodian's area.
- *(2) Property custodians will cooperate with inventory personnel during the conduction of an inventory in their area. Inventory personnel will proceed through the custodian's area with hand-held portable data terminals equipped with optical scanners that read bar-coded equipment labels and store the information in the terminal's memory. The data recorded in the memory is transmitted via download to a PC, where the inventory data is transferred to, recorded, and updated in the NEMS data base.

*b. Cyclic Inventory Reports and Actions

- *(1) Within 30 working days after completion of a cyclic inventory in a property management area, the cognizant property custodian and appropriate division director/chief will receive a report of the results of the inventory. (Local reporting procedures should be set for Installations using the inventory by location option.) This report will include the following information along with applicable NEMS generated reports:
 - (a) start and completion dates of the inventory;

- (b) number and value of recorded items charged to the property custodial account which were found in the area;
- (c) number and value of recorded items charged to another property custodial account which were found in the area and not covered by documented loans;
- (d) number and value of recorded items charged to the property custodial account which were not found in the area and not covered by documented loans; and
- *(e) number and approximate value of unrecorded items found in the area which meet the criteria for control.
- (2) In addition, specific instructions will be given to the property custodian in order to resolve discrepancies and adjust the records.
- (3) The property custodian will be allowed a maximum of 30 working days for correction of the cited discrepancies and submission of survey reports, unless an extension in writing has been granted by the Supply and Equipment Management Officer. A suspense file will be maintained by the Supply and Equipment Management Officer, and failure of any property custodian or division director/chief to respond satisfactorily will be brought promptly to the attention of appropriate management officials.
- (4) After all accounts within a division have been completed, the Supply and Equipment Management Officer will provide the responsible division director/chief with a summary report of all accounts within the division following subparagraphs b(1)(a)-(e) above and an analysis of the results of this inventory versus the previous cyclic inventory.

*c. Sensitive Inventory

Annually, the Supply and Equipment Management Officer will direct unannounced inventories of 20 percent or more of the Installation's sensitive items. The representative 20 percent of each custodian account or property management area will be a random sampling generated by NEMS Report 190, 20% Sensitive Item

Inventory. A property custodian must undergo a 100 percent inventory of sensitive items if the random sample items are not produced, or documented as being on loan, within 24 hours. If an annual inventory is conducted, the 20 percent sensitive item inventory requirement is waived.

d. New Property Custodian Inventory

- *(1) Inventories of property management accounts/
 areas will be taken when a new property
 custodian is assigned. Newly assigned property
 custodians may, if locally prescribed, contact
 inventory personnel for assistance in taking a
 complete inventory through optical bar-code
 scanning of all controlled equipment in their
 accounts/areas before assuming property
 custodian responsibilities. As with all types
 of inventories, a new custodian's objectives are
 to:
 - (a) Verify that recorded equipment is still on hand.
 - (b) Confirm or determine current location and custodial responsibilities for equipment.
 - (c) Identify unrecorded equipment which qualifies for control.
 - (d) Locate or identify missing equipment.
 - (e) Identify equipment obviously unused or in need of repair.
- *(2) Under the full-time property custodian program, official transfer of accountability will occur between previous and new property custodians to the extent prescribed by the Supply and Equipment Management Officer. This may or may not include a 100 percent inventory.

6-100 Introduction

- * Each equipment transaction initiated by a property custodian must be processed and controlled through NEMS by the use of the NF 1602. The reporting forms and requirements for transactions that can be initiated by a property custodian i.e., changes and deletes, on behalf of the custodian's organization, are described below.
- *Note: Whenever a requested transaction requires additional document(s) to the NF 1602 (see p. viii), and all required approvals are on the additional document(s), it is not necessary to obtain the same signatures on the NF 1602. Also, when a transaction requires equipment movement by Transportation, the initiating custodian must so annotate in Block 33 of the NF 1602. If known, completion of Blocks 29 and 30 for approximate weight and cubic feet will aid Transportation.

6-101 Changes

- Custodian Account Transfer. Transaction 26 (Custodian Account change) is used whenever an equipment item is transferred from one property custodian's account to another. This change may occur for a number of reasons, e.g., the equipment user transfers to another property management area and takes equipment item, or one property management area agrees another area has a greater need for an equipment item, or reorganizations create changes in the composition of custodian accounts. A custodian account change may create other transaction changes, In particular, the equipment location may change. Also, the user of the equipment may change. When a custodian account changes, and the location and/or user are known and change at the same time, Transactions 26, 29, and 31 may be submitted at the same time, as follows:
 - (1) When a property custodian wants to transfer an equipment item from his/her account to another property custodian account, the custodian pulls the appropriate NF 1602 from the file and (a) checks Transaction 26, 29, and 31, as appropriate; and (b) completes Block 31. The initiating property custodian then completes the transfer transaction in conjunction with the gaining custodian's acceptance of the

transferred item. The accepting custodian will complete Block 32, including account number and new location. If the equipment user's name or number is required (or desired) and known, the accepting custodian will annotate the user's name or number in Block 33, and also have the user sign for the item in Block 33.

- (2) The losing custodian must ensure the NF 1602 is forwarded to the NEMS Equipment Manager for processing. The losing custodian retains Copy 4 of the completed form until the Custodian Monthly Transaction Report (NEMS Report 020, see Appendix B sample) shows the item has been removed from his/her account.
- (3) The gaining custodian retains Copy 3 of the completed form until NEMS Control forwards the custodian an updated NF 1602 adding the item to the gaining custodian's account.
- (4) If the initiating custodian indicates on the NF 1602 that an equipment item cannot be transferred by hand, then the NEMS Equipment Manager, or other designated individual, arranges for Transportation pickup after receipt of the completed NF 1602. In such cases, the losing custodian may hold Copy 2 of the NF 1602 for attachment to the equipment item at the time of transportation pickup.

b. Equipment Location

- *(1) Equipment location by building (or area) is required in NEMS; equipment location by room is optional. The Installation Supply and Equipment Management Officer will determine the Installation's level of location control based upon personal judgment and Installation needs. An individual property custodian may choose more stringent location control, if desired. That is, if the Installation requirement is building location only, each custodian may further identify equipment to the room location. (Note: It is recommended, if using the full-time property custodian program, to identify equipment to the room location.)
 - (2) When an equipment item is changing location but remaining in the same property custodian account, the accountable property custodian may

update the record for equipment location by submitting change Transaction 29. If the equipment user (Transaction 31) is identified and also changing, both change transactions may be submitted at the same time, as follows:

- (a) The accountable property custodian pulls the appropriate NF 1602 from the file and (i) checks Transactions 29 and 31, as appropriate; (ii) completes Block 31; (iii) obtains user's signature and new location in Block 32; and (iv) forwards the form to the NEMS Equipment Manager for processing.
- (b) The property custodian retains Copy 4 of the NF 1602 as a suspense copy, and will receive a new NF 1602 for file. The accountable custodian can verify the transaction by reviewing the Custodian Monthly Transaction Report provided by NEMS Control.
- Sensitive equipment items, as identified in Part *(3) V, paragraph 5-101b(1) must be assigned to an individual user whose name (which is converted to a number) is entered on the NEMS equipment control record. Custodians may find it necessary to control sensitive equipment items by room location in order to meet the requirement of producing all sensitive items charged to the account within 24 hours if not on Sensitive items are identified documented loan. on the NF 1602 in Block 4: N=Noncapital Sensitive, P=Capital Sensitive. (Note: reverse side of NF 1602 for definition of all Capital/Sensitive Codes.)

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- (4) When a physical inventory has been conducted within a property custodian's account, any locations that do not agree with the NEMS equipment record will be resolved between the accountable custodian and the NEMS Equipment Manager/NEMS Control. NEMS Control will then process location changes found as a result of physical inventory.
- *(5) Also see subparagraphs a and d(1) for equipment location changes made at the same time as a change in custodian account or user number.

c. <u>Status/Condition Code</u>

*(1) Status codes reflect the degree of availability of an equipment item and are used in NEMS to facilitate optimum equipment reuse consistent with program requirements and priorities, economics, and common sense. The equipment availability status codes are:

A - Active-Assigned

B - Inactive-Assigned

C - Inactive-Unassigned

D - Excess

For ready reference, definitions of status codes are shown on the reverse side of the NF 1602. Detailed definitions of the status codes may be found in Appendix I of this Handbook. The current status code for an equipment item is found in Block 5 of the NF 1602.

- *(2) Condition codes indicate the physical condition and useability of equipment items within NEMS. For ready reference, definitions of condition codes are shown on the reverse side of the NF 1602. Detailed definitions of the codes may be found in Appendix J of this Handbook. The condition codes enhance the visibility of equipment items identified as available in status codes B, C, or D by providing a potential user with the condition of an equipment item. Condition codes are required for items identified in status codes B, C, or D. The current condition code for an equipment item is found in Block 6 of the NF 1602.
- (3) An accountable property custodian may be informed of changes required in equipment availability or equipment condition in a number of ways. For instance, a custodian may personally observe apparent inactive equipment for which he/she should question the user on its degree of use; a user may report a change in equipment availability or condition to the accountable custodian; the inventory team may question the degree of use or condition based on obviously unused or in need of repair items that are inventoried; division directors/chiefs identify and report to property custodians inactive or underutilized equipment and

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- maintenance needs of equipment during the annual walkthrough inspections.
- (4) Once an equipment item has been identified for status code and/or condition code change, the accountable property custodian pulls the appropriate NF 1602 from the file and (a) checks Transaction 30; (b) completes Block 31; (c) annotates new status code and condition code, as applicable, in Block 33; (d) retains Copy 4 of the NF 1602 as a suspense copy; and (e) forwards the form to NEMS Control for processing. The property custodian will receive a new NF 1602 for file and can verify the transaction by reviewing the Custodian Monthly Transaction Report provided by NEMS Control.

d. User Number

- (1) When an equipment item is controlled as a sensitive item, it must be assigned to an individual user and entered on the accountable custodian's control record. Other controlled equipment items will be assigned to individual users at the discretion of the accountable property custodian. As indicated in subparagraphs a and b, when the user number (Transaction 31) is changing at the same time as the custodian account and/or the equipment location, these transactions may be submitted for update on a single NF 1602.
- In those cases where an equipment item is shared (2) (e.g., in a laboratory), but the item requires assignment to an individual user, it is recommended that the accountable property custodian identify one of the users as the individual responsible for locating the item. If any one of the individual users is unwilling to have an equipment item assigned to him/her, the supervisor for the area will assign an Individual users are most individual user. important for sensitive items because a property custodian is required to produce all sensitive items charged to the account and not on documented loan within 24 hours.
- *(3) When using the full-time property custodian program, it is recommended that all controlled equipment be assigned an individual user, as the

- property custodian is responsible for a large amount of equipment items.
- (4) NEMS Control will assign a user number to each individual user and maintain a table of the user numbers cross-referenced to the users' names.
- (5) When the user number is being changed, the accountable property custodian pulls the appropriate NF 1602 from the file and (a) checks Transaction 31, and 29 if appropriate; (b) completes Block 31; (c) obtains user's signature and new location, if applicable, in Block 32; (d) annotates user's number if already assigned and known in Block 33; (e) retains Copy 4 of the NF 1602 as a suspense copy; and (f) forwards the form to NEMS Control for processing. The property custodian will receive a new NF 1602 for file and can verify the transaction by reviewing the Custodian Monthly Transaction Report provided by NEMS Control.
- e. <u>Outgoing Equipment Loans/Leases and Borrows</u> (Transactions 38-39-40-41-42-43)
 - (1) There are four types of outgoing equipment loans that may be used by an organization: loans/leases to outside organizations, borrows between NASA Installations, borrows between property custodians, and loans to employees for off-site use.
 - (2) The term "borrow" is used for items moving within NASA for temporary use. The term "loan" is used for items moving outside NASA, or offsite, for temporary use (also see subparagraph k for on-site equipment "loan" pools).
 - (3) Loan vs. borrow.

	On Center	Off Center
Loan	Equipment loan pool only (see par. 6-101k).	s Outside organizations, e.g., Government agencies, colleges/universities.
	Haraconari Constituti di Salamani di Salam	Off-site use by an employee.
Borrow	From one property	Other NASA Installation.

custodian to another property custodian.

(1) Support to the second of the second o

Note: Loan and borrow change transactions apply to Installation-held equipment only. Transfers of Government Furnished Equipment (GFE) to contractors or grantees are processed as delete transactions (see paragraph 6-102a(3)).

f. <u>Borrows between Custodians and Other NASA</u> Installations

Items to be borrowed by another NASA Installation will be implemented through locally established documentation with the Supply and Equipment Management Officer of the requesting Installation. Equipment borrows between NASA Installations will not normally exceed 1 year. Equipment required for more than 1 year will be transferred if no requirement exists at the holding Installation. Items to be borrowed by another custodian are authorized and recommended for all short-term uses in lieu of purchasing new equipment. Borrows for less than 60 days are controlled by the lending custodian, who annotates the Custodian Account Property Report or NF 1602, as appropriate, as to the user, location, date Borrows for over 60 borrowed and date borrow due. days are processed through the NEMS Equipment Manager and NEMS Control. The following procedures apply to borrows between custodians for 60 days or more, or borrows by other NASA Installations.

(1) Steps to be taken:

When a property custodian receives a request to temporarily transfer an item to another NASA Installation, the custodian first obtains a Request for Shipment from the requesting program office. For other Installation and other custodian borrows, the accountable custodian pulls the appropriate NF 1602 from the file and (a) follows local procedures for approval - Block 34 may be used for any required approval signature(s); (b) checks Transaction 38; and (c) enters the following data:

Block 31 - Signature, Date, Telephone, and Equipment Location

Block 33 - For custodian borrow:

New User Name or Number, if known. Date Borrowed. Date Borrow Due. New Location, if known. Condition Code, if changed.

Block 33 - For Installation borrow (include only if not shown on an attached shipping document):

New User Name or Number, if known. Date Borrowed. Date Borrow Due. Zip Code for New Location, if known. Condition Code, if changed.

The accountable custodian then pulls Copy 4 as a Suspense Copy and (a) forwards the completed NF 1602 and Request for Shipment to the NEMS Control for processing Installation borrows; or, (b) obtains borrower's signature in Block 32 (borrower retains Copy 3) and ensures completed NF 1602 is forwarded to the NEMS Control for processing custodian borrows.

- (2) The NEMS Equipment Manager then follows
 Installation procedures for releasing the
 equipment to Shipping for borrows by another
 Installation, or for arranging pickup, if
 required, to move equipment to another
 custodian. The accountable custodian may hold
 Copy 2 of the NF 1602 for attachment to an
 equipment item to be picked up by
 Transportation.
- *(3) The shipping document becomes the input document that allows NEMS Control to generate new data, as applicable, in Blocks 5, 6, 20, 18, 19, 36, 37, and 38 of the NF 1602. The accountable custodian will receive a new NF 1602 for file and can verify that the transaction was accepted by reviewing the Custodian Monthly Transaction Report provided by NEMS Control on a monthly basis.
 - (4) The NEMS Equipment Manager will receive through NEMS Control on a monthly basis (or on request) a Borrowed Equipment Return Candidate List (NEMS Report 134). Using this list, the NEMS Equipment Manager will contact the accountable property custodian to determine the status of a pending Installation borrow, recommending to the lending organization that equipment extended for use over 1 year be transferred to the other Installation or custodian. The Supply and

Equipment Management Officer at the lending Installation will approve borrows for a duration of more than 1 year. The NEMS Equipment Manager will authorize NEMS Control to update the NEMS data base according to the borrow status.

g. <u>Borrows between Custodians and Other NASA</u> <u>Installations - Returned</u>

- *(1) Steps to be taken for the return of items borrowed by other Installations:
 - (a) Direct delivery: When borrowed out items are returned to the originating property custodian's organization directly, the custodian pulls the appropriate NF 1602 from suspense file, checks Transaction 39, and enters the following data:

Block 31 - Signature, Date, Telephone, and Equipment Location.

Block 33 - Any change in user, condition or status code.

The property custodian then pulls Copy 4 as a suspense copy and forwards the completed NF 1602 to NEMS Control for processing. The custodian then receives a new NF 1602 for file and can verify the transaction by reviewing the Custodian Monthly Transaction Report provided by NEMS Control.

- (b) Central Receiving: When borrowed out items are returned, as required, to Central Receiving, NEMS Control is notified via Receiving and Inspection Report from Receiving. At this point, appropriate data fields are updated based on Receiving documentation. The property custodian may be contacted to verify the new location and status code. The property custodian will receive a new NF 1602 for file, if requested, and can verify the transaction by reviewing the Custodian Monthly Transaction Report provided by NEMS Control.
- (2) Steps to be taken for the return of items borrowed by another custodian for more than 60 days:

- (a) Borrowing custodian pulls suspense Copy 3 of the NF 1602 from his/her file and returns the equipment item to the accountable custodian, or arranges for Transportation to return the item, if necessary. Since the borrowing custodian did not accept accountability, it is not necessary for the borrowing custodian to maintain documentation.
- (b) When the accountable custodian receives the returned equipment item, he/she pulls the appropriate NF 1602 from the suspense file, checks Transaction 39, has the borrowing custodian complete Block 31, then the accountable custodian completes Block 32. The borrowing custodian may retain Copy 3 of the form, if desired. The accountable custodian pulls Copy 4 as a Suspense Copy and forwards the completed NF 1602 to NEMS Control for processing.
- (c) The accountable property custodian will receive a new NF 1602 for file and can verify the transaction by reviewing the Custodian Monthly Transaction Report provided by NEMS Control.

h. Loans/Leases to Outside Organizations

(1) It is NASA policy to make equipment available outside NASA only on a temporary basis normally not to exceed 1 year. Such loans will be covered by a formal loan agreement, developed by the Installation, which sets forth appropriate requirements for use and accountability. This agreement will be concurred in by the authorizing official, the Supply and Equipment Management Officer, and the Chief Counsel, and will be approved by the Installation Director (or designee).

Note: Equipment will not be held by an Installation solely for the purpose of a loan. NASA's equipment loans are granted with the understanding that a specific need still exists at the loaning Installation. Inactive equipment must be turned in for reutilization or disposal.

- (2) NASA's loan policy is discussed in more detail in NHB 4200.1, paragraph 1.211. Loans to profitmaking organizations are discussed in paragraph 3.405.
- (3) Steps to be taken:

When a property custodian has an item for outside loan that meets NASA's loan policy requirements, the custodian contacts the Supply and Equipment Management Officer to arrange for an approved loan agreement. After the loan agreement is approved, the property custodian ensures a shipping document is prepared. The custodian then pulls the appropriate NF 1602 from the file and (a) obtains division director/chief approval in Block 34, if not shown on loan agreement; (b) checks Transaction 40; and (c) enters the following data:

Block 31 - Signature, Date, Telephone, and Equipment Location.

Block 33 (Include only if not shown on an attached loan agreement.) - date loaned, loan document number (if known), date loan due, condition code, and zip code for new location, if known;

The custodian then pulls Copy 4 as a Suspense Copy and forwards the completed NF 1602, Request for Shipment, and approved loan agreement to the NEMS Equipment Manager for processing.

- (4) The NEMS Equipment Manager reviews the Request for Shipment and verifies the loan agreement information, and then follows Installation procedures for releasing the equipment to Shipping.
- *(5) The shipping document becomes the input document that allows NEMS Control to generate new data, as applicable, in Blocks 5, 6, 18, 19, 36, 37 and 38 of the NF 1602. The property custodian will receive a new NF 1602 for file and can verify the Custodian Monthly Transaction Report provided by NEMS Control.
 - (6) The NEMS Equipment Manager will receive through NEMS Control on a monthly basis (or on request), a Loaned Out Equipment Expiration Report (NEMS

Report 131) and a Leased Out Equipment Return Candidate List (NEMS Report 133). Using these reports, the NEMS Equipment Manager (in conjunction with the local loan officer, as appropriate) will authorize NEMS Control to update the NEMS data base according to the new loan or lease status.

- (7) The Installation must have procedures to ensure that (a) all loans initially approved for a duration of more than 1 year are recertified by the borrower annually through the term of the loan; and that (b) all loans approved for 1 year or less are certified by the authorizing official for extension prior to a borrower's annual recertification. Authorizing officials must review and certify extension of all loans when they are about to expire.
- (8) Annual recertification requires the Installation to set up a method for the loanee to report and certify to the Supply and Equipment Management Officer, on the anniversary date of the loan, a statement which contains the identification number assigned to the equipment, its name, location, current use, and validation of the requirement for continuation of the loan.
- (9) It is important to obtain authorizing official certification prior to extension and to obtain annual recertifications on current use from the loanee in order to ensure loans do not exceed the temporary use policy.
- (10) On occasion, an Installation may lease an equipment item to an outside organization. Leases are approved and processed in the same manner as described above for loans to outside organizations and require negotiation of a contract by the procurement/acquisition activity.

i. Loans/Leases to Outside Organizations - Returned

(1) When outside loan/lease equipment items are returned to NASA, the action required depends on if the item was returned to the custodian's organization directly, or shipped to the Installation through central receiving as required. Note: The steps in subparagraph (2)

also apply to borrows by another NASA Installation.

(2) Steps to be taken if direct delivery:

Property custodian pulls appropriate NF 1602 from suspense file, checks the Transaction 41 box, and enters the following data:

Block 31 - Signature, Date, Telephone, and Equipment Location.

Block 33 - New Status Code. Condition Code, if changed (not required if status code A).

The property custodian then pulls Copy 4 as a suspense copy and forwards the completed NF 1602 to the NEMS Control for processing. The custodian then receives a new NF 1602 for file and can verify the transaction by reviewing the Custodian Monthly Transaction Report provided by NEMS Control.

(3) Steps to be taken for returning loan/lease if delivered, as required, to central receiving:

Upon return of NASA equipment through the central receiving area, NEMS Control is notified via Receipt and Inspection or similar report. If necessary, the NEMS Equipment Manager will generate a Change Authorization Document (i.e., any document which contains all required information and approvals necessary to execute a transaction) to update all appropriate data fields. The property custodian may be contacted to verify new location and status code. the transaction has been processed by NEMS Control, the property custodian will receive a new NF 1602 for file, if requested, and can verify the transaction by reviewing the Custodian Monthly Transaction Report provided by NEMS Control.

j. Loans to Employees for Off-Site Use

(1) Equipment may be loaned to NASA employees and on-site contractors for temporary off-site official use. The responsible property custodian maintains the NF 1602 control record since the controlled equipment will remain within the custodian's account. NASA Form 892,

Property Pass Request and Removal Permit, will be prepared by the requester, who will obtain signature approval from the division director/chief to remove the equipment (see Appendix G sample). The fully executed NASA Form 892 will be retained by the property custodian with the NF 1602 until return of the equipment has been verified. Temporary off-site use normally will not exceed 30 calendar days and is not be processed or controlled through NEMS Control.

*(2) The period of use may be extended by the responsible division director/chief with recertification not to exceed 6 months. Equipment may be loaned to an employee for extended (6 months or longer) off-site official use when such use is necessary and beneficial to the conduct of NASA's mission or other approved governmental purpose (NHB 4200.1, par. 3.501). NASA Form 892 should not be used as a loan document if duration of the loan exceeds the 6-month time limit.

k. Loan Pools

- (1) Installation equipment pools establish their own procedures for loaning equipment items to Installation personnel for temporary use.
- *(2) Transaction 42 is used by the loan pool custodian for loaning equipment items to Installation organizations from an Installation's equipment loan pool. When a loan pool custodian issues out an equipment item, the following data elements are updated in NEMS:

User's Number.
Date Borrowed.
Date Borrow Due.
New Location.
Borrow Document Number, if applicable.
Condition Code, if changed.

Loan pool equipment items remain on the loan pool account. Refer to local procedures for the method of documenting acceptance and control of an equipment item while it is being used by a borrowing custodian's organization. The borrowing custodian may request an updated NF

1602 while a loan pool equipment item is in his/her custody.

- (3) Transaction 43, Loan Pool-Return, transfers an item back to the loan pool account. If the borrowing custodian has an NF 1602 on file, he/she (a) checks Transaction 43; (b) pulls Copy 4 as a suspense copy; and (c) ensures the form and the equipment item are returned to the loan pool for transaction completion. If the borrowing custodian does not maintain an NF 1602 on file, he/she must follow local loan pool procedures for documenting the return of an equipment item to the control of the loan pool custodian.
- (4) The loan pool custodian will follow local procedures to follow up on equipment items due for return to the pool. The loan pool custodian will submit new loan pool data to NEMS Control through loan pool direct input by on-line terminal, if applicable, or through the NEMS Equipment Manager/NEMS Control to update the NEMS data base.

1. Storage In and Storage Returned

- (1) Storage In
 - (a) Occasionally, the nature of NASA operations makes it desirable to temporarily store inactive equipment, not in current use, if it is identified to one of the specific purposes stated in NHB 4200.1, paragraph 2.212. Generally, equipment is stored for a firm future requirement, i.e., for use on a project, program, or other work activity, the planning of which has been approved by the Installation Director. All equipment items held for firm requirements must be recertified annually by the director of the storing directorate.
 - (b) When a property custodian receives a request to put an equipment item in storage, the custodian follows Installation procedures to ensure appropriate approvals are obtained prior to submittal of the Storage In transaction to NEMS Control. Installations may use the NF 1602 for the initial approval and justification for

retention of inactive equipment. this, the accountable property custodian pulls the appropriate NF 1602 from the file and (i) checks Transaction 44; (ii) completes Block 31; (iii) annotates storage justification, date stored item will return to active use, and condition code, if changed, in Block 33; (iv) obtains approval signature(s) in Block 34; (v) arranges for delivery of the item to storage and obtains an acceptance signature and storage location in Block 32; (vi) retains Copy 4 of the completed NF 1602 as a suspense copy; and (vii) forwards the form to the NEMS Equipment Manager for processing. (Note: If the NF 1602 is not the document used for the justification and approval to store, the data in (iii), (iv), and (v) of this subparagraph will be included on the storage document used. This document must be submitted with the NF 1602.)

- (c) Copy 2 of the NF 1602 may be retained with the equipment while in storage, and Copy 3 may be retained by storage personnel, if desired or required by local instructions.
- (d) The accountable property custodian automatically receives a new NF 1602 for file since the form will be needed to retrieve the stored item. The transaction is also verified by reviewing the Custodian Monthly Transaction Report provided by NEMS Control.
- The NEMS Equipment Manager will receive (e) through NEMS Control an Items Held in Storage List (NEMS Report 900) for each custodian account prior to the date storage expires in order for the NEMS Equipment Manager to remind the accountable custodian to request the item for return to active use, or to recertify the justification for continued storage. This report is also available upon request, and it is recommended that stored items for all custodian accounts within each division be provided to division directors/chiefs at the time of their annual walk-through inspections.

(2) Storage Returned

- When the storing organization is ready to have an item returned to active use, the accountable property custodian pulls the NF 1602 that was generated after the item was placed in storage and (i) checks Transaction 45; (ii) completes Block 31, noting the storage location, if known; (iii) annotates new location, new status code, and new condition code (if changed) in Block 33; (iv) retains Copy 4 of the NF 1602 as a suspense copy; and (v) forwards the form to NEMS Control. The NF 1602 requesting Storage Return should be submitted to storage personnel for attachment to the item prior to delivery. When the accountable property custodian receives the equipment, the custodian then acknowledges receipt of the item in Block 32 of the NF 1602; annotates the new location; and promptly returns the completed form to the NEMS Control for processing.
- (b) The accountable custodian receives a new NF 1602 for file that shows the item back in active use. The transaction is also verified by reviewing the Custodian Monthly Transaction Report provided by NEMS Control.
- (c) In some cases, future needs do not materialize and equipment held in storage is no longer needed. In such cases, the property custodian follows the procedures for Excess Turn-in (Transaction 52).

m. Excess Turn-in

- (1) Equipment generally becomes excess as a result of its condition or its inactive use. Annual utilization reviews and annual division director/chief walk-through inspections help discover inactive or underutilized items, and items in need of repair or replacement.
- (2) When an equipment item becomes excess to the needs of an organization, the accountable property custodian follows local approval procedures to initiate the Excess Turn-in

transaction. The custodian pulls the appropriate NF 1602 from the file and (a) checks Transaction 52; (b) completes Block 31; (c) annotates the condition code, if changed, in Block 33; (d) obtains approval signature(s), as appropriate, in Block 34; (e) retains Copy 4 as a suspense copy; and (f) forwards the completed NF 1602 to the NEMS Equipment Manager for processing.

- (3) The NEMS Equipment Manager, in conjunction with the Equipment Reutilization Coordinator, as appropriate, will determine whether the item should be screened for further Installation or NASA-wide use, or disposed of immediately. Local procedures will be followed for pickup and delivery, as required for screening or immediate disposal.
- (4) The initiating, accountable property custodian, does not receive a new NF 1602 if the item is removed from the custodian's account. However, the custodian may verify the change transaction by reviewing the Custodian Monthly Transaction Report provided by NEMS Control. The item will move to an account held by the Equipment Reutilization Coordinator or the Property Disposal Officer, as appropriate. If the item is identified for reutilization, the Equipment Reutilization Coordinator, in conjunction with the NEMS Equipment Manager, will process the change to add the item to the requestor's property custodian account and generate a new NF 1602 for the new accountable custodian's file.

n. Repair Update

- (1) When an equipment user identifies a controlled item for repair to the accountable property custodian, the custodian pulls the appropriate NF 1602 from the file and (a) checks Transaction 56; (b) completes Block 31; (c) retains Copy 4 as a suspense copy; and (d) forwards the completed NF 1602, along with the equipment, to the repair facility. If the equipment requires pickup and delivery by the Transportation organization, Copy 2 of the NF 1602 will accompany the equipment.
- (2) The repair facility, which is generally part of the calibration facility, processes all repair

updates, including repairs under warranty, onsite, or off-site by the manufacturer or another repair facility.

- (3) The repair facility will acknowledge receipt of the equipment by signing Block 32 of the NF 1602 and returning Copy 3 of the signed form to the accountable custodian.
- (4) After the item has been repaired, the repair facility will provide NEMS Control with the labor and parts cost and date serviced, and revise the condition code, if applicable. The item will be returned to the accountable property custodian, along with an updated NF 1602 to complete the transaction.
- (5) See local supplement to this Handbook for details on how each Installation controls and processes repair requests.

o. Record Change

- (1) A record change may be submitted by an accountable property custodian when any computer-generated data in Blocks 2-28 appears incorrect.
- (2) In such cases, the accountable custodian (a) checks Transaction 60 on the form; (b) completes Block 31; (c) annotates revised data in Block 33; (d) retains Copy 4 as a suspense copy; and (e) forwards the completed NF 1602 to NEMS Control for processing.
- (3) The NEMS Equipment Manager will review the NEMS equipment record to verify the error and submit the appropriate change, as applicable. If a change is required, a new NF 1602 will be generated for the accountable custodian, and he/she can verify the transaction by reviewing the Custodian Monthly Transaction Report provided by NEMS Control.

Note: Even though a number of the data elements in Blocks 1-28 have corresponding change transactions (e.g., Blocks 11 and 12 correspond to Transaction 29), it is recommended that all processing errors be submitted as Transaction 60 in order to minimize the amount of data required for submittal by the

custodian, and to minimize the amount of data required for processing by NEMS Control.

6-102 Deletes

- a. <u>Transfers</u>. There are three types of transfers that a property custodian can submit to the NEMS Equipment Manager that will delete an equipment item from the custodian's account: transfer to another NASA Installation, transfer to another Government agency, and transfer of Government Furnished Equipment (GFE) to a contractor or grantee.
 - (1) Transfer to Another NASA Installation
 - when a program or project office has identified a greater need for equipment at another NASA Installation, or supports a need identified by another Installation, the accountable organization will initiate an equipment transfer by preparing a request for shipment. The accountable property custodian will: (a) pull the appropriate NF 1602(s) from the file; (b) check Transaction 65; (c) complete Block 31; (d) annotate Installation name (or number, if known) of receiving Installation in Block 33; (e) obtain approval signature(s) in Block 34, if required by local procedures; (f) retain Copy 4 as a suspense copy and Copy 2 for attachment to the equipment prior to pickup by transportation; and (g) attach the completed shipping document to the NF 1602(s) and forward to NEMS Control for (Note: If known, completion of processing. Blocks 29 and 30 for approximate weight and cubic feet will aid transportation.)
 - (b) Pickup and delivery of the transferring item(s) to the Shipping organization will be coordinated by the NEMS Equipment Manager, or other designated individual, upon receipt of the shipping document. The Shipping organization will prepare the Government Bill of Lading (GBL) and ship the equipment in accordance with the shipping document.
 - (c) NEMS Control will then enter the date the equipment was shipped and delete it from

the initiating custodian's account. The property custodian can verify the delete transaction by reviewing the next Custodian Monthly Transaction Report provided by NEMS Control.

- (2) Transfer to Another Government Agency
 - A program or project office may identify an equipment item or items, for transfer to another Government agency through some type of interagency agreement or in accordance with the Space Act of 1958, as amended, which states that NASA and other Federal agencies or departments will cooperate fully with each other to transfer without reimbursement, aeronautical and space vehicles, and supplies and equipment other than administrative supplies or equipment. Transfers to other agencies in accordance with the Space Act are made after a 10-day screening throughout NASA in order to ensure the needs of NASA have been met prior to release of inactive equipment.
 - The accountable organization may initiate (b) the equipment transfer by preparing a request for shipment. The accountable property custodian will: (i) pull the appropriate NF 1602(s) from the file; (ii) check Transaction 66; (iii) complete Block 31; (iv) obtain approval signature(s) in Block 34, if required by local procedures; (v) retain Copy 4 as a suspense copy and Copy 2 for attachment to the equipment prior to pickup by Transportation; and (vi) attach the completed shipping document to the NF 1602(s) and forward to NEMS Control for processing.
 - (c) Pickup and delivery of the transferring items(s) to Shipping will be coordinated by the NEMS Equipment Manager, or other designated individual, upon receipt of the shipping document. The Shipping organization will prepare the Government Bill of Lading (GBL), remove the NASA barcode tag, and ship the equipment in accordance with the shipping document.

<u>Note</u>: Item will not be shipped until screening, if required, is completed.

- (d) NEMS Control will verify the equipment record and delete it from the initiating custodian's account. The property custodian can verify the delete transaction by reviewing the next Custodian Monthly Transaction Report provided by NEMS Control.
- (3) Transfer of Government Furnished Equipment (GFE) to a Contractor or Grantee
 - (a) A program or project office may identify an equipment item, or items, for transfer to a contractor or grantee as Government Furnished Equipment (GFE) under the terms of the applicable contract or grant.
 - (b) The Contract Technical Monitor initiates the transaction by submitting a request for shipment to the accountable property custodian requesting transfer of an item to a contractor or grantee.
 - The accountable property custodian will (C) then: (i) pull the appropriate NF 1602(s) from the file; (ii) check Transaction 67; (iii) complete Block 31; (iv) enter the receiving contract or grant number and receiving Installation name (or number, if known) in Block 33; (v) retain Copy 4 as a suspense copy and Copy 2 for attachment to the equipment prior to pickup by Transportation; (vi) attach the completed shipping document to the NF 1602(s) and forward to the Contracting Officer for (Note: If known, completion of approval. Block 29 and 30 for approximate weight and cubic feet will aid Transportation.)
 - (d) The Contracting Officer will approve the shipping document, and, if required locally, sign Block 34 of the NF 1602 to approve the transaction, and forward both documents to the NEMS Equipment Manager for processing.
 - (e) The NEMS Equipment Manager, or other designated individual, will coordinate the

pickup and delivery of the item to Shipping. Upon receipt of the completed and approved shipping document, the Shipping organization will prepare the GBL and ship the equipment in accordance with the shipping document.

- (f) NEMS Control will verify the equipment record and delete it from the initiating custodian's account. The property custodian can verify the delete transaction by reviewing the next Custodian Monthly Transaction Report provided by NEMS Control.
- *(g) The contractor will receive a DD Form 1342, DOD Property Record, generated by NEMS Control on equipment valued at \$1,000 or above, to report equipment use status back to the responsible NASA Installation Industrial Property Officer. The contractor may also use this form as the official property record. Note: Grantees are not required to report equipment use status back to the Installation. Installations should therefore re-input the DD Form 1342 into NEMS in order to maintain a record of Government Furnished Equipment to grantees.
- b. Leases/Loans to NASA. On occasion, it makes programmatic or economic sense for a NASA organization to obtain a loan or lease of equipment from outside NASA. When the loan or leased equipment has served its purpose, the accountable property custodian requests a Transaction 69, Lease-In Returned, or a Transaction 70, Loan-In Returned in order to return the item to the lessor/loaner.

(1) Lease In-Returned

(a) When it is time for a leased-in equipment item to be returned to the lessor, the accountable property custodian prepares, or arranges for preparation of, a request for shipment. The custodian then (i) pulls the appropriate NF 1602 from the file, which was generated and forwarded to the custodian at the time the leased item entered the Installation; (ii) checks Transaction 69; (iii) completes Block 31;

- (iv) retains Copy 4 as a suspense copy and Copy 2 for attachment to the equipment prior to pickup by transportation;
 (v) attaches the completed shipping document to the NF 1602 and forwards to the leasing contract official for approval. The custodian also forwards the contract official any documentation that was provided by the lessor when the equipment was delivered. (Note: If known, completion of Blocks 29 and 30 for approximate weight and cubic feet will aid Transportation.)
- (b) The leasing contract official will approve the shipping document, and, if required locally, sign Block 34 of the NF 1602 to approve the transaction, and forward both documents to the NEMS Equipment Manager for processing.
- (c) The NEMS Equipment Manager, or other designated individual, will coordinate the pickup and delivery of the item to Shipping. Upon receipt of the completed and approved shipping document, the Shipping organization will prepare the GBL, remove the 'Lease/Loan' bar-code tag that was applied at the time the leased item entered the Installation, and ship the equipment in accordance with the shipping document.
- (d) NEMS Control will verify the equipment record and delete it from the initiating custodian's account. The property custodian can verify the delete transaction by reviewing the next Custodian Monthly Transaction Report provided by NEMS Control.

(2) Loan In-Returned

(a) When it is time for an externally loaned-in equipment item to be returned to the loaner, the accountable property custodian prepares, or arranges for preparation of, a request for shipment. The custodian then (i) pulls the appropriate NF 1602 from the file, which was generated and forwarded to him/her at the time the loaned item entered the Installation; (ii) checks Transaction

70; (iii) completes Block 31; (iv) retains Copy 4 as a suspense copy and Copy 2 for attachment to the equipment prior to pickup by Transportation; (v) attaches the completed shipping document to the NF 1602 and forwards to the NEMS Equipment Manager for processing. The custodian also forwards any documentation that was provided by the loaner when the equipment was delivered. (Note: If known, completion of Blocks 29 and 30 for approximate weight and cubic feet will aid Transportation.)

- (b) The NEMS Equipment Manager, or other designated individual, will direct the pickup and delivery of the item to Shipping. Upon receipt of the completed shipping document, the Shipping organization will prepare the GBL, remove the 'Lease/Loan' bar-code tag that was applied at the time the loaned item entered the Installation, and ship the equipment in accordance with the shipping document.
- (c) NEMS Control will verify the equipment record and delete it from the initiating custodian's account. The property custodian can verify the delete transaction by reviewing the next Custodian Monthly Transaction Report provided by NEMS Control.

c. Survey

- (1) When an item of Government property is lost, damaged, or destroyed, a survey is the administrative action taken to investigate and review pertinent facts, adjust the records, and determine the extent or absence of personal responsibility for the loss, damage, or destruction.
- (2) The individual who possesses Government property at the time it is lost, damaged, or destroyed must notify his/her property custodian and promptly prepare a Survey Report, NASA Form 598 (see Appendix F). Instructions for preparation are included on the form. Administrative and

procedural requirements are also found in NHB 4200.1, Part 3.300. If theft is suspected, the Installation Security Officer must be notified immediately.

- When a controlled equipment item is lost, (3) damaged, or destroyed, the individual preparing the Survey Report must submit the Report to the accountable property custodian for review and action as follows: the custodian (a) pulls the appropriate NF 1602 from the file; (b) checks Transaction 71; (c) completes Block 31; (d) provides Survey Report to the accountable division director/chief or equivalent organization head who (i) reviews the Survey Report and documents corrective action in Part II, and (ii) if required locally, approves the Survey transaction in Block 34; (e) custodian then retains Copy 4 of the NF 1602 as a suspense copy; (f) attaches the completed Survey Report to the NF 1602 and forwards to NEMS Control for processing. Note: Survey Reports must be completed and submitted by the division director/chief within 30 working days of the discovery of property loss, damage, or destruction.
- (4) The NEMS Equipment Manager will assign and enter a Survey Control Number on the Survey Report, and enter key survey data into the Installation Survey Report Register (NASA Form 599). The Survey Report then continues the review and approval process while the applicable equipment record is verified by NEMS Control and deleted from the initiating custodian's account. The initiating property custodian can verify the delete transaction by reviewing the next Custodian Monthly Transaction Report provided by NEMS Control.
- *(5) In addition to Survey Report processing, the NASA Basic Safety Manual, NHB 1700.1 (VI-A), Chapter 6, establishes investigation and reporting procedures for accidents and incidents. NMI 8621.1, Mishap Reporting and Investigating, establishes reporting and investigating procedures to determine mishap causes and prevent their recurrence. The spectrum of mishaps includes accidents and incidents involving damage to property occurring

in any NASA or NASA-related activity. Note: In case of damage or destruction to aircraft, see NHB 4200.1, paragraph 3.316b.

d. Modify/Cannibalize

- *(1) On occasion, an equipment item may be modified in order to configure the item for a new Also, an inoperable equipment item may purpose. be disassembled (i.e., cannibalized) for use of the serviceable parts, components, or assemblies as replacement parts in useable equipment, or for fabricating another item. Before a controlled equipment item is modified or cannibalized, the user must complete NASA Form 1617, 'Cannibalization/Modification of Controlled Equipment' (see Appendix M), obtain approval of division director/chief on the NF 1617, and follow Installation local procedures to document the resulting configuration and cost The original controlled equipment item will be deleted from the equipment record once it has lost its original identity. The user submits the approved NASA Form 1617 to the accountable property custodian who will: (a) pull the appropriate NF 1602 from the file; (b) check Transaction 73; (c) complete Block 31; (d) obtain transaction approval if local requirement, in Block 34; (e) retain Copy 4 as a suspense copy; (f) attach the NASA Form 1617 and other related documentation to the NF 1602 and forward to the NEMS Equipment Manager for processing.
 - (2) The NEMS Equipment Manager reviews the NASA Form 1617 for completeness, ensuring appropriate cost adjustments are included. After removal of the NASA bar-code tag, the original controlled equipment item is deleted from the initiating custodian's account. The property custodian can verify the delete transaction by reviewing the next Custodian Monthly Transaction Report provided by NEMS Control.

Note: A new equipment item created as a result of a modified item or a fabrication of other parts, components, and assemblies, must be documented in accordance with local procedures, then added to the equipment file by NEMS Control

based on the information provided by the designer/user, and subsequently assigned to the appropriate property custodian for control.

e. Lost Tag

- (1) In the unlikely event that a controlled equipment item loses its NASA bar-code tag, the accountable property custodian must (a) pull the appropriate NF 1602 from the file; (b) check Transaction 74; (c) complete Block 31; (d) retain Copy 4 as a suspense copy; and (e) forward the completed form to NEMS Control for processing.
- (2) Upon verification of the equipment record by NEMS Control, the item will be re-tagged with a new ECN and the old equipment record will be deleted.
- (3) The item will be re-added to the NEMS database and the accountable property custodian's account under the newly assigned ECN. The custodian will receive a new NF 1602 from NEMS Control and can verify the delete/re-add transaction by reviewing the next Custodian Monthly Transaction Report provided by NEMS Control.

APPENDIX A

Definitions of Terms

For purposes of this Handbook, the following words and terms are defined as set forth below.

- *Accountable Property Custodian The property custodian on record as having designated controlled equipment charged to his/her organization for which he/she is responsible.
- *Assembly Item An item without which the basic unit of equipment cannot operate, such as motors for pumps and machine tools.
- *Borrows Term used by NEMS for internal loans (between custodian accounts at the same Installation or between Installations) to distinguish from loans with organizations external to NASA.

<u>Calibration</u> - The process of determining the deviation from a standard so as to ascertain the proper correction factors for measuring instruments.

<u>Cannibalization</u> - The removal of serviceable parts, components, or assemblies from one piece of equipment to be used as a replacement in other equipment or to fabricate another item.

*Capital Equipment - An item of equipment with an acquisition cost of \$5,000 or more, that has an estimated service life of 2 years or more, which will not be consumed in an experiment, and which most generally will be identified as an independently operable item.

Component Equipment Item - An item of equipment which is used as a subassembly to a larger assembly. Parts are not to be considered component equipment items.

<u>Condition Code</u> - A code assigned to indicate the physical condition and useability of equipment (see Appendix J).

<u>Contract Number</u> - A unique identifier assigned to each NASA contract pursuant to the NASA/FAR Supplement.

Contracting Officer - Any person with the authority to enter into and administer contracts and make determinations and findings with respect thereto, or with any part of such authority.

<u>Contract Technical Monitor</u> - An authorized representative of the Contracting Officer acting within the limits of his/her authority.

*Controlled Equipment - All equipment with an acquisition cost of \$1,000 or more, that has an estimated service life of 2 years or more, which will not be consumed or expended in an experiment, and selected items of equipment with an acquisition cost of less than \$1,000 designated, and identified, as sensitive by the holding Installation.

<u>Custodial Records</u> - Written memoranda or identifying checks of any description or type used to <u>control</u> items of equipment, such as requisitions, hand receipts, tool checks, stock record books, and machine records.

<u>Disposal</u> - The process of transferring NASA excess personal property to another Federal agency, or donating, selling, abandoning, or destroying surplus personal property.

*Equipment - An item of real or personal property in the configuration of a mechanical, electrical, or electronic apparatus or tool, normally costing in excess of \$100, which may perform a function independently or in conjunction with other equipment or components.

Equipment Control - The maintenance of records or documents of equipment transactions which provide information as to item identification, description, and current physical location.

Equipment Control Number - The identification number assigned and affixed to each item of equipment for control purposes (tag/decal number).

Equipment Found on Station - Any equipment meeting the criteria for control in which formal accountability has not been established.

Equipment Pool - The collection, at a central point, of equipment under control for issue to individuals or organizations.

Equipment Record - A record maintained by the Supply and Equipment Management Officer which provides selected information about each item of controlled equipment.

Equipment Reutilization Screening - The examination of existing equipment documentation for the purpose of fulfilling equipment requirements through reassignment.

Equipment Systems - Assemblies of component equipment items designed and operated to accomplish specific functions.

*Equipment User - Individual responsible for all controlled equipment assigned that person for use in the performance of his/her duties.

<u>Equipment Utilization Program</u> - A program to ensure maximum effectiveness in the management and utilization of NASA equipment.

Excess Turn In (also see NASA Excess) - Personal property determined unnecessary to the need and discharge of the holding organization and therefore turned in to the property organization for reutilization or disposal.

Fabricated Item - Personal property which is manufactured for or constructed by the using organization. Fabricated items meeting the controlled equipment criteria will be controlled as set forth in Section III of NHB 4200.1.

Federal Supply Class (FSC) - A 4-digit property identification code describing commodity classification (see Federal Cataloging Handbook H-2 series and NHB 4410.1, "Utilization and Maintenance of the Federal Catalog System (FCS)").

Government Bill of Lading - A receipt issued by the Government that lists goods shipped.

*Government-Furnished Equipment - Equipment in the possession of, or directly acquired by, the Government and subsequently made available to the contractor.

<u>Leased Equipment</u> - Equipment that has been conveyed by or to NASA by contract for a certain time period in consideration of payment of a rental fee.

<u>Loaned Equipment</u> - Equipment in temporary use by other than the accountable organization.

Maintenance and Repair of Equipment - Recurring day-to-day, periodic or scheduled activity required to keep equipment in working condition, or to resolve it or its components to a condition substantially equivalent to its original design capacity and efficiency.

Manufacturer's Model Number - The identification of a single type item of a manufacturer's product line.

Modification - A basic or fundamental change made to an equipment item to give a new orientation, or to serve a new purpose.

NASA Excess - Personal property which is determined to be unnecessary to the needs and discharge of the responsibilities of all NASA Installations.

NASA/FAR Supplement - A document which, with the Federal Acquisition Regulation (FAR), establishes uniform policies and procedures relating to the procurement of property and services. The NASA/FAR Supplement applies to all purchases and contracts made by NASA for property and services which obligate appropriated funds.

<u>NEMS Cataloger</u> - The individual(s) responsible for ensuring that all equipment item names, manufacturer codes, model numbers, and Federal Supply Groups are kept standard within NEMS.

<u>NEMS Control</u> - That segment of the equipment management organization that processes all equipment transactions and generates applicable forms and reports (also see Transaction Control Document).

NEMS Equipment Manager - The key individual(s) within the equipment management organization at each NASA Installation interfacing with the property custodians and equipment users. Maintains and controls equipment records, and assists custodians and users in proper procedures for and documentation of equipment actions.

- *NEMS Reutilization Coordinator A designated official at each NASA Installation responsible for overall management and direction of equipment reutilization at that Installation and for relationships between that Installation and NASA Headquarters, other NASA Installations, and NASA contractors.
- *Noncontrolled Equipment Items of equipment not designated as sensitive which have an acquisition cost of less than \$1,000.

<u>Personal Property</u> - Property of any kind, including equipment, materials, and supplies, but excluding real property.

Property Accountability - A record of transactions, systematically maintained, which at any given time will disclose item identification, quantity, cost, location, and custodial responsibility of personal property controlled by an Installation or a contractor.

<u>Property Custodian</u> - An individual organizationally responsible for all controlled equipment assigned to a designated property management area.

*Property Custodian, Full-time - An individual responsible for the management of all controlled equipment assigned to a designated geographic property management area consisting of approximately 3,000 to 6,000 items.

<u>Property Disposal Officer</u> - The official appointed by the Installation Director responsible for managing the Installation's screening, redistribution, and disposal functions.

*Property Management Area - An area of property management responsibility by organization or segment thereof, selected by the Supply and Equipment Management Officer in conjunction with the head of the organizational unit, for the assignment of a property custodian for property control. If assigned to a full-time property custodian, the area is defined by geographic location.

<u>Purchase Request/Purchase Order</u> - A document utilized to state requirements for, and to authorize purchase of, goods and services.

Redistribution - The reassignment of equipment for other use with appropriate transfer of accountability.

*Sensitive Item - An item of equipment which, due to its pilferable nature or the possibility of its being a hazard, requires a stringent degree of control. Sensitive items can be capital or noncapital equipment and, generally, are controlled at an acquisition cost of \$100 or more.

Shipping Document/Request for Shipping - The authorization and acceptance document that accompanies equipment when it is being sent to another location.

Status Code - A key to the relative availability of NEMS reportable equipment by codes, A (active), B (inactive assigned), C (inactive unassigned), and D (excess).

<u>Survey Report</u> - A report of administrative action taken to investigate and review the loss, damage, or destruction of Government property and to assemble pertinent facts and determine the extent of such loss, damage, or destruction.

<u>Transaction</u> - Each add, delete, or change to an equipment record in NEMS.

Transaction Control Document (NASA Form 1602) - The document generated by NEMS Control that controls property custodian equipment transactions after initial entry into the NEMS data base and that serves as the property custodian's detailed record for each assigned equipment item.

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· Park · 「関係者」は経験的は、 in in in interpretation and in in in in in in in its park in interpretation in its park in its pa

1, 7, 7, man.

REPORT NO: 020 SEQUENCED BY: CUST-ACCT-NO, TRANS-NO, ECN, ENTRY-REF-NO	NAT1ONAL NAS	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION NASA EQUIPMENT MANAGEMENT SYSTEM HEADQUARTERS	RAT 10N		PAGE: 73 DATE: 07/31/92 TIME: 19:05:59
	CUSTO	CUSTODIAN MONTHLY TRANSACTION REPORT	-		
CUSTODIAN ACCOUNT NUMBER: JIE CUSTODIAN NAME: REDFEARN, VANESSA CUSTODIAN MAIL CODE: JI	ESSA				
ECN TEN NAME ENTRY REF MFG MODEL NUMBER	USER NO MFG CODE	USER NAME MFG NAME	BLDG ROOM	PREV CUST ACCT S NEW CUST ACCT	COST
TRANSACTION 26 - CUSTODIAN ACCOUNT (CHANGE)	IANGE)				
DOTH OSTIBULA LISTED	01612	POTTS, MEL	L	JBEX	2,602.00
COMPUTER, COMPUTER, COMPUTER,	62285 01612 62285	ZENITH DATA SYSTEMS POTTS. MEL ZENITH DATA SYSTEMS	5006 5006	JBEX	2,602.00
TRANSACTION 31 - USER NUMBER (CHANGE)					
TIMI SUID NAME OF THE TIME	00426	KENNEY, HARRY S	ı.	•	1,605 00
900	DATAB	DATABANK	5006	•	370.00
	2088	PEPPER, ARNOLD B. MAGNAVOX GOVERNMENT AND ELECTR			
	00674	PEPPER, ARNOLD B.		4	1,931.00
1122110033 286 2087812 PRINTER, ADP	0ATAB 00987	DATABANK HOWARD, MARY E.	8	4	1,685.00
0030 33440A	57381	HEWLETT-PACKARD CO COMPUTER HINWARD MARY F	5006 r	•	A 670.00
0669521 IVPEWRITER 1122110029 6705	30874	INTERNATIONAL BUSINESS MACHINE	E 5006		370.00
1173768 DISPLAY UNIT 1122100095 9CM0620741	37695		5006		370.00
1174370 DISPLAY UNIT	00987 WINLA		5003		
	00987	HOVARD, MARY E.	5006	•	
1172110031 MC-14111007	00987	HOWARD, MARY E.	<u>.</u>		A 370.00
0027	WINLA 00987	WIN LABS LTD HOWARD, MARY E.	200		A 2,573.00
0026 3865x	WINLA	WIN LABS LTD	5003		A 2,573.00
	8500	110	2006		
	00987	HOVER MARY E.	7.003		A 2,573.00
1122110025 3865X	A I N L A	TIN CADS CID			
TOTAL NUMBER OF TRANSACTIONS FOR	CUSTODIAN AC	ONS FOR CUSTODIAN ACCOUNT NUMBER: JIE ADDS =	t	CHANGES = 14 DE	DELETES =

APPENDIX C

SEQUENCED BY:	REPORT NO: 141 SEQUENCED BY: CUSTODIAN ACCOUNT NUMBER, ECN	NATIONAL AERONAUTICS AND SP. NASA EQUIPMENT MANAGE! HEADOUARTERS	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION NASA EQUIPMENT MANAGEMENT SYSTEM HEADQUARTERS		PAGE. 2 0ATE: 07 TIME: 19	264 07/31/92 19 10:25
		CUSTODIAN ACCOUNT PROPERTY REPORT	PROPERTY REPORT			
CUSTODIAN ACCOUNT NUI CUSTODIAN NAME: CUSTODIAN MAIL CODE:	CUSTODIAN ACCOUNT NUMBER: JIE CUSTODIAN NAME: CUSTODIAN MAIL CODE: JI	4 3				
C/S ECN CODE	C/S 11EM NAME/ ECN CODE USER NO USER NAME	MFG CODE/ NAME MODEL NUMBER	SERIAL NUMBER	LOCATION S DA BLDG/ ROOM C IN	DATE LAST INVENTORIED	C051
1174438 N	COMPUTER, PORTABLE	T0SH1 T3100	06730617	∢	90/90/16	2,939
1216369 N		TOSHIBA AMERICA INC S5210 HCM 4238		⋖	92/05/13	280
1216370 N		HYUNDAI ELECTRONICS S5210 HCM 4238		⋖	92/05/13	280
1216371 N	֡֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓	HYUNDAI ELECTRONICS SS210 HCM 4238		∢	92/05/13	280
1216374 N	02784 WILCHEK, BILLIE E., DISPLAY UNIT	HYUNDAI ELECTRONICS S\$210 HCM 4238		∢	92/05/13	280
1216376 N	00871 MELTON. DAVID DISPLAY UNIT	HYUNDAI ELECTRONICS \$5210 HCM 4238	INDUSTRIES MEHA 202303008	4	92/05/13	280
1216377 N		HYUNDAI ELECTRONICS INDUSTRIES COMON 3DX32	INDUSTRIES 211KPF35662	∢	92/05/13	1,402
1216378 N	O4066 KING, ROBERT, E. COMPUTER, MICRO	COMPUDYNE COMON 30X32	211KPF35663	5006 F	92/05/13	1.402
1216381 N		COMPUDYNE COMDN 3DX32	150KPD23407	∢	92/05/13	1,402
1216382 N	מי. פרטא	COMPOSTAL COMDN 3DX32	211KPF35683	∢	92/05/13	1,402
1216383 N	COMPUTER, MICRO	COMPUCTNE COMON 30X32	142KPC 13505	∢	92/05/13	1.402
1216659 N	TAPE DRIVE, CARTRIDGE	VALIT PST160F	552529	∢	92/02/10	1,350
1217305 N	OZGES ZURIN, NIK	150A	550003404	∢	92/06/22	1,499
1217306 N	O2985 ZUKKIN, NIK PRINTER, ADP	L 150A	550000291	⋖	92/06/22	1,499
1217307 N	02985 ZURKIN, NIK PRINTER, ADP 02985 ZURKIN, NIK	SEAG LISON CORP SSB46 LISOA SEIKO EPSON CORP	\$50003202	∢	92/06/22	1,499
10	TOTAL CUSTODIAN ACCOUNT NUMBER: JIE	JIE TOTAL NUMBER OF ITEMS	* 57	TOTAL VALUE OF ITEMS =		81.707

APPENDIX D

REPORT NO: 720 SEQUENCED BY: CUST DRG CDO EQUIP BLDG,	720 IY: CUST EQUI	E, CUST ACCT NO.	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION NASA EQUIPMENT MANAGEMENT SYSTEM HEADQUARTERS	ACE ADMIN	ISTRATION EN	401	PAGE: 1 DATE: 05/26/92 TIME: 19:42:37
	STAT	STATUS CODE, ECN EQ	EQUIPMENT UTILIZAȚION REVIEW (EVS)	REVIEW (E	(\$)		
CUSTODIAN CUSTODIAN CUSTODIAN	ORGANIZATION: ACCOUNT NUMBER: NAME: MAIL CODE:	TION: JI NUMBER: JIE REDFEARN, VANESSA E: JI					
BLDG ITEM NA ROOM ECN NFG NAM	2	ITEM NAME MFG MCG SERIAL NUMBER		AV ST CC	C05T	RETENTION JUSTIFICATION	REACTIVATION DATE
∩ 4 8 8	1216659) TAPE DRIVE, CARTRIDGE VALITEK	PST 160F 552529	<-	1,350		_/_/_
1. 8008	6041925	COMPUTER, MICRO DATABANK	2 86 012232	∢-	1,890		_/_/_
9006	0041926	PRINTER, ADP HEWLETT-PACKARD CO COMPUTER	2277A 3025530258	√ -	684		_/_/_
7 S	994 1968	DISK DRIVE UNIT SEVERN COMPANIES INC	\$C-922 11755	∢~	968		_/_/_
7 8008	0089602	DISK DRIVE UNIT	286 100639	< ⁻	1.605		_/_/_
F 8006	G085901	LASER SCANNER PHOTOGRAPHIC SCIENCES CORP	PSC4100 232	٠-	762		-/-/-
9006	6085904	I LASER SCANNER PHOTOGRAPHIC SCIENCES CORP	PSC4100 227	< -	762		-/-/-
900e	9096003	3 OPTICAL READER, DATA ENTRY TELXON CORP	PTC730 895511	< *	1,212		-/-/-
9006	0086016	S OPTICAL READER, DATA ENTRY TELXON CORP	PTC730 895489	~ -	1,262		_/_/_
9006	9067788	B COMPUTER, MICRO DATABANK	286 100156	∢-	1.931		-/-/-
9008	0087812	2 PRINTER, ADP HEWLETT-PACKARD CO COMPUTER	33440A 829807	< -	1,685		_/_/_
, soos	0022078	8 COMPUTER, PORTABLE COMPAQ COMPUTER CORP	20 1746AL 280678	∢-	3,549		-/-/-
, BOOS	0129293	3 DISK DRIVE UNIT INTERNATIONAL BUSINESS MACHINE	5170 7337500	∢-	4.237		-/-/-
F 8008	0129294	4 MONITOR NEC INFORMATION SYSTEMS INC	KC14013A 73H13357A	∢-	549		-/-/-
9006	013068	0130689 PRINTER, ADP INTEGRAL DATA SYSTEMS INC	P132 042960	∢ ▼	1.647		



APPENDIX E

NASA	Found On Statio	n (FOS) E	Equipment Inve	estigation		
Note - See Instruct	ions on reverse. Please	type or print	t clearly.		T	
NAME AND TITLE OF INDIVI	DUAL POSSESSING EQUIPMENT			OFFICE/MAIL COUE	DOCUMENT NO '	
Mel Potts,	Manager Equipment	Programs		JIE		
ITEM NAME				MODEL	FSC	
Computer Mi				5000/200	7021	
MANUFACTURER AND YEAR	MANUFACTURED	1000		SERIAL NO ABO3906HYL	EQUIP CONTROL NO	
	ipment Corporation		OF COURSE		DATE FOUND	
ACQUISITION COST**	BLDG	LOCATION IROOM	ON OF EQUIPMEN	<u> </u>	-	
1,600.00 (E)	FOB - 6	5006			1-10-92	
PROPERTY CUSTODIAN INA	me and signature)		OFFICE/MAIL CODE	ACCOUNT CODE	DATE SIGNED	
Bob King			JIE	26532	1-10-92	
				DE OUDOUMETANCES		
+ FOURCE OF FOURTHER	PART I - INVES		IND STATEMENT	OF CIRCUMSTANCES	<u> </u>	
	LEASED GOVERNME		ERNMENT CONTR	ACTOR D OTHER		
AN FUNCHASEU L	TRANSFER		ESS EXCES			
FROM PC Ware	house		Arling	ton, VA (City and State)	Unknown (Date Received)	
(Na	me of Contractor, Vendor, Govern	ment Agency)		(City and State)	(Date vecesses)	
Purcha	ased by Contractor	while work	ing at NASA Hea	dquarters		
AUTHORITY (Contractif O No or Other) (Aequester) (Org Code)						
METHOD OF DELIVERY X CONTRACTOR/VENDOR TO USER RECEIVING DOCK TO USER CONTRACTOR INSTALLED						
N/A						
MOTOR FREIGHT CA	ARRIER				10 0324	
HAND CARRIED BY	N/A		OTH	N/A		
HAND CARRIED BY	-				N/A	
FABRICATED BY	N/A				(Work Order No.)	
	1S	hop or Technician	!		(110.11 0.101	
	N/A		N/	'A		
	(Requester)		10	rg Codel		
	explain why item was not controlle	ed was receipt the	alwared through receiving t	ote Continue on separate shee	r, if necessary)	
This equipme: the PC in the building in the PC was so The computer	nt was found during e back room of his late 1990. He did old to a reserach of is contractor—acquor has since left to	g regular i office sui not contac group that uired gover	inventory in FOE ite when his org of Property Mana worked under a	36. The user statement of the contract of the	ted that he found into the c. shows that contract. co longer exists.	
3. INVESTIGATION AND FIR	NDINGS BY (Name and signature)			4 OFFICEMAIL CODE	5 DATE 1-14-92	
Appropriate	Name, Appropriate			JI	1-14-72	
4 HOED DIVISION	DIRECTORATE DEVIENA		II - ACTIONS			
A RECOMMENDATION TO	DIRECTORATE REVIEW PREVENT RECURRENCE					
The employee this nature	has been instructor to the Property Man gs the week of Jan	nagement Oz	responsibilitie rganization. Th	s for reporting e his was discussed	quipment of at all branch	
D. TYPED OR PRINTED NA	ME AND TITLE		b. SIGNATURE		d. DATE	
	Name, Appropriate	Title	Appropriate	Signature	1-16-92	
1	_					
Leave blank, will be assign	ned by Equipment Management.	Enter pest estim.	are il COSI UNKNOWN.			

PART II - ACTIONS (Con.)						
2. EQUIPMENT MANAGEMENT REPRESENTATIVE RE	VIEW					
a RECOMMENDATIONS						
An article was published in the Meadquarters bulletin notifying all employees about this specific contractor and about reporting found equipment. Meadquarter's Contracts was informed of our actions and is assisting in follow-up activity. The inventory team was briefed on the types of equipment this contractor acquired.						
D TYPED OR PRINTED NAME	c SIGNATURE	d DATE				
Appropriate Name Appropriate Signature 1/18/92						
3. SUPPLY AND EQUIPMENT MANAGEMENT OFFICER INVESTIGATION AND RECOMMENDATIONS	R REVIEW					
Prior to final award, this contract was the proper property clauses. The contr control procedures. Information from o of the NEMS FOS transaction. No furthe interest of the Government.	actor did not follow appropriate equur investigation has been included	uipment as part				
ь турео оп printed name Appropriate Name	c SIGNATURE Appropriate Signature	d DATE 1/21/92				

GENERAL INFORMATION

All capital equipment, that equipment with an acquisition cost of \$500 or more, that has an estimated service life of one year or more, which will not be consumed or expended in an experiment, and selected items of equipment designated and identified as sensitive by the installation must be (1) recorded in the NASA equipment control records, which are subsidiary records to the NASA General Ledger Accounts; and (2) physically marked with an equipment control number.

In coordination with the cognizant property custodian, it is the responsibility of an individual possessing untagged equipment that appears to meet the criteria for control to ensure (1) prompt preparation and submittal of a Found on Station (FOS) Equipment Investigation; and (2) immediate notification to Equipment Management in order to facilitate prompt tagging of the equipment.

INSTRUCTIONS

item.

stances. - To be completed by the individual possessing equipment, that individual's property custodian, or other individual responsible for investigating the circumstances that allowed the equipment item, apparent- his/her reveiw.

Document No. — A transaction number assigned by the Iy qualifying for control, to bypass physical identifica-NASA Equipment Management System (NEMS) for tion and property and financial control. Note that an exmaintaining accountability of the controlled equipment ample of "other" source may be a "loan-in," which requires the application of a "loan-in" identification tag.

Part I - Investigation and Statement of Circum Part II - Action. - Self-explanatory. However, Equipment Management representative may wish to obtain concurrence of Receiving Supervisor or other individual(s) involved, and so annotate concurrence as part of

APPENDIX F

NVSV.	Survey Re	port		
NOTE See Instructions or	n Page 4. PART I - BASIC DATA (To be completed by ind	dividual last having postessio	n of equipment:	
Name and Title Bob King, Lo	ogistics Management Specialist.		2 Survey Report No 92-1	
Organization Supply and	Equipment Management Division		4. Entry Reference No.	
	——————————————————————————————————————	6. Mail Code	7 Date of Discovery	·
NASA Headqu	arters	JIE	January 3, 1	1992
	IDENTIFICATION OF	F EQUIPMENT		1
EQUIPMENT CONTROL NO.	DESCRIPTION b.		QUANTITY	VALUE
G085843	Reader, Optical, Bar Code Telxon Corp Model PTC730 Serial 1703428900895464		1	\$1262.00
Equipment Listed Abov			!	1
This item walk-throug during a de contacted. in an attem Security Br	was first known to be missing when gh inspection conducted January 3, amo of bar code scanning equipment. A thorough search of divisional of mpt to locate the bar code reader. ranch on January 10, 1992, and substructed investigation.	1992. It was la /systems. All po ffices was made f It was reported	st seen Novembe btential users h following the wa I to the Headqua	r 13, 1991, ave been lk-through rters
11. Signature	opriate Signaure, Appropriate Title		12. Date of Report January 1	3, 1992

NASA FORM SEE AUG 87 PREVIOUS EDITION MAY BE USED.

PART II - REVIEW DATA (To be completed by the Division Director/Onief of individual named above)

1. Action Recommended to Prevent Recurrence of Incident (Continue on separate sheets if necessary)

The division property custodian and all personnel have been directed to institute tighter controls over sensitive, pilferable equipment to prevent losses in the future. This includes physical security measures such as keeping portable, highly desired property under lock and key. Responsible personnel have been made aware of equipment control and accountability requirements, including awareness of equipment location, use, and movement.

2 Name and Title
Appropriate Name and Title
Appropriate Signature
January 22,

PART III - FINDINGS AND RECOMMENDATIONS

1 Incident Investigated by (Clieck appropriate hor)

₫. PROPERTY SURVEY BOARD

□ 6 PROPERTY SURVEY OFFICER

2. Statement of Findings (Continue of separate sheets if necessary)

A complete search has been made of the office suite on the premises where the bar code reader was being used. Reports have been made to the appropriate security organizations and an investigation is ongoing. The property is presumed to be stolen or borrowed without the knowledge of the property custodian.

Recommendations (Based on findings in item 2 above)

D. ALL CONCERNED SHOULD BE RELIEVED OF ACCOUNTABILITY AND RESPONSIBILITY FOR PROPERTY LISTED IN PART 1

Db THE NAMED RESPONSIBLE INDIVIDUALS (Specified in the findings) ARE CONSIDERED ACCOUNTABLE, AND THIS REPORT WILL BE REFERRED TO THEIR SUPERVISORS for the Contracting Officer) FOR POSSIBLE DISCIPLINARY OR OTHER APPROPRIATE ACTION

4. Specific Corrective or Preventive Action to be Taken to Prevent Recurrence of Incident (Continue on separate sheets if necessary)

Physical security measures cited in Part II, to be instituted by the division responsible for the loss, will have a significant effect in preventing such losses in the future. If feasible, potentially pilferable, portable equipment should be secured when not on use. Awareness of user and property custodian roles in equipment control and accountability are actively being pursued.

	PART IV - A	CTION OF THE PROPERTY SURVEY BOARD		
	NAME	SIGNA	TURE	DATE
Chairman				
Appropr	iate Name	Appropriate S	ignature	January 22,
Member				
•	u	"	π	"
Vember				
Ħ	Ħ	"	п	"
	PART V - AC	TION OF THE PROPERTY SURVEY OFFICER		
Name		Signature		Date
	PART VI -	DISTRIBUTION OF SURVEY REPORT		
ORIGINAL - Survey !	Report File	COPY TO - Responsible individual Division	Director/Chief (Na	med in Part II)
COPY TO - Respons	ible individual (Named in Part I)	COPY TO - Equipment File		

APPENDIX G

Removal of NASA property listed below is requested for the period shown:

DESCRIPTION

Toshiba T3100/20

Property Pass Request and Removal Permit

EQUIPMENT CONTROL NO

REASON WHY OFFICIAL USE CANNOBUSINESS HOURS	OT BE ACCOMPLISHED ON	SITE DURING NORMAL				
To work on NPDMS and th	e Disposal handbo	ok.				
PROPERTY WILL BE USED AT						
Property will be used at home.						
DATE OF REQUEST		Normally NTE 30 days)				
12/12/91	12/12/91	1/10/92				
I ASSUME COMPLETE RESPONSIBILITY FOR THE PROPERTY LISTED ABOVE AND CERTIFY THAT IT SHALL BE USED ONLY IN THE CONDUCT OF OFFIC: L NASA BUSINESS.						
SIGNATURE OF BORROWER David B. Mer	ton	DATE 12-12-41				
CODE	ROOM	PHONE				
JIE	5006	453-8651				
This permit authorizes the abo	ve individual to remo	ve the property				
described from NASA building Removal of this property will						
official duties in the division b	v the requesting empl	ovee or any other				
official duties in the division by the requesting employee or any other division employee. The property being removed is not excess property.						
APPROVAL OF DIVISION THEF IS 191	Wey	DATE APPROVED - 12-12-9/_				
SIGNATURE OF CHETODIAN	\. \. \. \. \. \. \. \. \. \. \.	DATE				
Homaira N. Karim	JOYALLO THE	ずわいかしナ				
SIGNATURE OF CUSTODIAN	OR RETURN OF PROPE	DATE OF RETURN				
Homaira N. Karim	-1/-	110/02				
NASA FORM 807 MAY 80 PREVIOUS	EDITIONS ARE OBSOLET	E : : : : 0.00 . 1000 . 522 41 1002 15				

APPENDIX H

Installation Identification Codes

The NEMS identification codes for each Installation are:

In		Word of Darking Warra	Inst	Zip
Num	ber	Installation Name	Acronym	Code
01	01	Langley Research Center	LARC	23665
02	02	Ames Research Center	ARC	94035
02	04	ARC - Dryden Flight Research Facility	DFRF	93523
03	03	Lewis Research Center	LERC	44135
05	05	Goddard Space Flight Center	GSFC	20771
05	06	GSFC - Wallops Flight Facility	WFF	23337
07	07	Jet Propulsion Laboratory	\mathtt{JPL}	91103
08	80	Marshall Space Flight Center	MSFC	35812
08	81	MSFC - Program Support Communications		
		Network	PSCN	70189
09	09	Johnson Space Center	JSC	77058
09	91	JSC - White Sands Test Facility	WSTF	88001
09	92	JSC - Space Transportation System		
		Operations Contract	STSOC	77058
10	10	Kennedy Space Center	KSC	32899
10	15	KSC - Base Operations Contract	BOC	32899
10	16	KSC - Shuttle Processing Contract	SPC	32899
10	18	KSC - Payload & Ground Operations Contract	PGOC	32899
10	19	KSC - Shuttle Orbiter Logistics Contract	SOLC	32899
11	11	Headquarters	HQ	20546
11	12	Headquarters - Space Station	НQ	22091
13	13	Stennis Space Center	SSC	39529

reconstruction of war level experience for the order of the same o

APPENDIX I

Availability Status Codes For Equipment

The availability of equipment listed in NEMS is central to the visibility required to make effective redistribution decisions. In order to provide a key to the relative availability of particular items, the entry for an item will contain a status code letter reflecting its degree of availability. The four status codes are: A - active, B - inactive assigned, C - inactive unassigned, and D - excess. It is important that the basic intent of these classifications be understood: it is to facilitate optimum equipment reuse consistent with program requirements and priorities, economics, and common sense.

- a. Status Code A items are considered unavailable in the normal conduct of business since they are by definition in use. Therefore, screening of items classified A is not a requirement of the system. On the other hand, an urgent requirement could conceivably be met at one installation or contractor plant by another's status code A item; therefore, in this instance, the status code A file might profitably be screened. The item needed might be made available on loan or even permanently transferred if it is not critically needed by the holder.
- b. Status Code B items are inactive, and considered sufficiently available to make screening worthwhile. The holder should normally be more receptive to loans or transfers of inactive items than active items.
- *c. Status Code C items are available on demand. They are required to be held in this category for 90 days to give NASA assurance that adequate visibility has been achieved. If there are no claimants during the screening period, and the holder decides there is little likelihood of economic reutility, these items may move to status code D, excess.
 - d. Status Code D items are in the process of disposal and are available for redistribution. Equipment will be classified status code D when it is reported NASA excess.

 $F_{i} = \{ i, i, i \in \mathcal{F}_{i} : i \in \mathcal{F}_{i} : i \in \mathcal{F}_{i} \}$

Andreas de la companya de la compan La companya de la co La companya de la co

APPENDIX J

Condition Codes And Definitions

Advertised excess property cannot be utilized to fill requirements unless a clear and complete description is given, e.g., test equipment—input and output voltages as well as frequencies involved should be given. Condition codes are very important and should be determined as accurately as possible, since in many cases this will determine further utilization. A list of condition codes and definitions follows.

Disposal Condition Code	<u>Description</u>	<u>Definition</u>
<u> code</u>	Description	DOLLHEOLOGI
1	Unused-good	Unused property that is usable without repairs and identical or interchangeable with new items from normal supply sources.
2	Unused-fair	Unused property that is usable without repairs, but is deteriorated or damaged to the extent that utility is somewhat impaired.
3	Unused-poor	Unused property that is usable without repairs, but is considerably deteriorated or damaged. Enough utility remains to classify the property better than salvage.
4	Used-good	Used property that is usable without repairs and most of its useful life remains.
5	Used-fair	Used property that is usable without repairs, but is somewhat worn or deteriorated and may soon require repairs.

Disposal Condition <u>Code</u>	<u>Description</u>	<u>Definition</u>
6	Used-poor	Used property that may be used without repairs, but is considerably worn or deteriorated to the degree that remaining utility is limited or major repairs will soon be required.
7	Repairs required-good	Required repairs are minor and should not exceed 15 percent of original acquisition cost.
8	Repairs required-fair	Required repairs are considerable and are estimated to range from 16 percent to 40 percent of original acquisition cost.
9	Repairs required-poor	Required repairs are major because the property is badly damaged, worn, or deteriorated and are estimated to range from 41 percent to 65 percent of original acquisition cost.
X	Salvage	Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 65 percent of the original acquisition cost. NOTE: Code X applies only to items identified with an NSN or LSN.
S	Scrap	Material that has no value except for its basic material content.

APPENDIX K

Transactions Requiring Supplemental Local Procedures

The equipment transactions listed below require supplemental instructions for the specific procedures to be followed at each NASA Installation. Local procedures are prepared by each Installation and included as a supplement to this Handbook. Questions concerning local equipment procedures should be addressed to your Supply and Equipment Management Officer.

Local Procedures Required for:

Local Data not Required NASA-wide

Documentation of Borrows

Formal Loan Agreements

Equipment Loan Pools

Documentation and Approval to Store

Documentation and Approval to Excess

Repair of Equipment

Approval to Transfer to Another NASA Installation

Approval to Transfer to Another Government Agency

Documentation and Approval to Modify, Cannibalize, or Fabricate

Acquisition of Equipment, including approvals required

Documentation of Found on Station (FOS) Equipment

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APPENDIX L

NASA Minimum Standard Sensitive Items List

Includes only items with an acquisition value of \$100 or more.

- 1. AUTOMATED DATA PROCESSING EQUIPMENT (ADPE), which includes:
 - a. DISK DRIVES
 - b. MEMORY EXPANSION UNITS
 - c. MONITORS
 - d. PRINTERS
 - e. TERMINALS
 - f. COMPUTERS, PERSONAL, which includes:
 - (1) LAPTOPS
 - (2) PERIPHERALS
 - (3) EXTERNAL MODEMS
 - (4) PORTABLES
 - (5) WORD PROCESSORS
- 2. BINOCULARS
- 3. CALCULATORS
- 4. CAMERAS (MOVIE, STILL, AND TELEVISION)
- 5. DICTATING AND TRANSCRIBING MACHINES
- 6. ENVIRONMENTALLY HAZARDOUS DEVICES
- 7. MICROSCOPES
- 8. PLAYERS, AUDIO AND VIDEO CASSETTE
- 9. PROJECTORS, SLIDE AND MOTION PICTURE
- 10. RADIOS, RECEIVERS, TRANSMITTERS AND TRANSCEIVERS
- 11. RECORDERS, AUDIO AND VIDEO
- 12. TELESCOPES, PORTABLE
- 13. TELEVISIONS
- 14. TYPEWRITERS, ALL
- 15. WEAPONS, ALL, INCLUDING PELLET RIFLES
- 16. OTHER ITEMS WHICH HAVE A HIGH LOSS HISTORY AS REFLECTED BY REPORTS OF SURVEY.

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APPENDIX M

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	m name, manufacturer, model number, seria					
Laser Uni Year of M	t, Spectra - Physics, Mox anufacture 1982	de 165 S/N NO	ne -			
EQUIP CONTROL NO 1065611	USER DIVISION EB31	4763/B103		CONDITION CODE	2,127,500	
	SECTION	II - EQUIPMEN	CHANGE DATA	stone actionated overall in		
	w name, value and name of new remaining of	components, type and v	value of residue, if cenniceliz			
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	exciter, Spectra Physics			100.0		
Rack a	dapter er, Micro (ECN 1017211),	Kayoro		3,450.0	D I	
Judino Prw	1 165, year of manufactu	re 1982		•		
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Original system was purchased as a one-of-a-kind system and is now outdated and non-repairable. By modifying the unit and interfacing it with the computer, a useful equipment item can be realized. Since this new system only uses the laser head, power supply, exciter, rack mount adapter, and the computer, the residual components and cabling will be turned-in as excess.						
component	s and cabling will be to	riigu-iii as e		PHONE NO.	DATE	
SIGNATURE OF RECUES	te Signature			555-1212	10/7/91	
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APPENDIX N

NASA EQUIPMENT MANAGE	MENT SYSTEN	ENT MANAGEMENT SYSTEM (NEMS) TRANSACTION DOCUMENT	SACTION DO	CUMENT	
	6	- -		TRANSACTIONS (check appropriate block)	1
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- 54				LOANNEASE OUT] [
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		CURRENT EQUIPMENT LOCATION	ATION	EXCESS TURN-IN	
		BLDG	ROOM	REPAIR	§
32 ACCEPTED BY (typed or printed name and signature)		DATE	ACCOUNT NO.	RECORD CHANGE	. §
		NEW EQUIPMENT LOCATION			
		BLDG	ROOM	DELETE	
33 REMARKS (as necessary)				TRANSFER TO ANOTHER NASA INSTALLATION	₹
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